



Wildwood CACFP

Child Care Food Access Solutions Pilot Project

How-to Guide

Wildwood CACFP and T&L Foundation for Child Care Information

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Limitations

This guide is designed to help nonprofit organizations develop and implement a program with school districts to increase easy access to healthy and affordable foods for family child care providers. It may also be useful to other community programs or stakeholders interested in the model. While it was created to include many of the resources organizations and school districts would need to develop the program, it may not fit the unique needs of all. Wildwood CACFP's pilot yielded many lessons learned that are reflected throughout this guide, however with any new approach there is still much left to learn as future implementations take place. Contextual factors (e.g. state-level regulations and guidelines, CACFP utilization, school lunch program regulations and food services agreements) may also influence implementation in a particular community and users of this guide are encouraged to explore those factors alongside the use of this guide.

Key Terms

BOCES – Colorado’s BOCES (or Educational Services agencies) are unique in that they are an extension of the local member school districts. A BOCES in Colorado exists at the discretion of its members and provides only those programs and services authorized by its members.¹

Commodities – School districts and agricultural producers, U.S. Department of Agriculture (USDA) Foods (formerly referred to as commodities) are U.S. foods purchased by the USDA, which are provided to schools at minimal cost (there are administrative, storage, delivery, and processing fees). Because of the federal government’s enormous purchasing power, USDA Foods are often lower in cost than similar products a school could purchase on its own.²

Child and Adult Care Food Program (CACFP) – CACFP provides aid to child and adult care institutions and family or group day care homes for the provision of nutritious foods that contribute to the wellness, healthy growth, and development of young children, and the health and wellness of older adults and chronically impaired disabled persons.³

Colorado Health Foundation – We are singularly focused on helping Coloradans live their healthiest lives by advancing opportunities to pursue good health and achieve health equity, through grant making, policy and advocacy, strategic private investments, and convening to drive change.⁴

D6 Food Hub – see Greeley-Evans Weld County School District

Department of Defense (DoD) Fruits and Veggies Program – The United States Department of Agriculture (USDA) Department of Defense (DoD) Fresh Fruit and Vegetable Program allows schools to use USDA Foods entitlement dollars to buy fresh produce. The program is operated by the Defense Logistics Agency (DLA) at the Department of Defense. In school year (SY) 1994-1995, the program began as a pilot in eight states; \$3.2 million of produce was delivered to schools. Today, schools in 48 states, the District of Columbia, Puerto Rico, the Virgin Islands, and Guam participate in the program. USDA DoD Fresh allocations may be changed throughout the year and USDA does not impose a cap on the amount of entitlement used through this program.⁵

Family Child Care – Child care provided for a group of children in a home setting. Most states have regulatory guidelines for family child care homes if they serve a number of children or families over a specified threshold or if they operate more than a specified number of hours each month.⁶

Food Access – Food access is not simply a health issue but also a community development and equity issue. For this reason, access to healthy, affordable, and culturally appropriate food is a key component not only in a healthy, sustainable local food system, but also in a healthy, sustainable community.⁷

Food Access Scan – “Food Access Scan of Home Care Providers in Colorado: Identifying Challenges and Opportunities for Improving Healthy Food Access” This food access scan was conducted on behalf of the Colorado CACFP Sponsor’s United for Health, a consortium of sponsors including A

Child's Choice, KidCare, Kid's Nutrition Company, Southwest, and Wildwood Child and Adult Care Food Program, with funding from The Colorado Health Foundation. WPM Consulting, LLC of Boulder, CO conducted the scan activities including interviews, surveys, and analysis.⁸

Food Desert – A food desert is a geographic area where affordable and nutritious food is hard to obtain, particularly for those without access to an automobile. Some research links food deserts to diet-related health problems and health disparities in affected populations, but this phenomenon has been disputed.⁹

Food Hub – As defined by the National Food Hub Collaboration, “a food hub is a business or organization that actively manages the aggregation, distribution, and marketing of source-identified food products primarily from local and regional producers in order to satisfy wholesale, retail, and institutional demand.”¹⁰

Garfield 16 School District – Garfield 16 provides approximately 800 lunches and 650 breakfasts every day. During the 2013 -2014 school year we provided over 70,000 reimbursable lunches to our students. The Food Services’ funding is separate from the district’s general fund. Food Services operate as an enterprise fund - meaning all funding comes from meal sales and meal reimbursements.¹¹

Greeley-Evans Weld County School District 6 – District 6 Nutrition Service’s vision is “Nourishing Students. Creating Success.” It’s at the core of everything District 6 does. Nutrition Services supports student achievement by not only offering healthy, great tasting meals (we serve 19,000 per school day), but also by promoting overall wellness through breakfast programs, nutrition education opportunities and connecting students to their food through Farm to School and School Garden programs. Over the past five years, District 6 has been on a mission to improve the food they are offer to their students. District 6 has kicked out highly processed foods and completely revamped their system which included opening a centralized

production kitchen and food hub to support the preparation of fresh meals from scratch, sourcing local ingredients when possible.¹²

In-home Providers – see family child care

Nutrition Services Director – In most school districts, the foodservice/nutrition director oversees all aspects of foodservice in all schools or sites, administering the school meal program in accordance to local, state and federal policies. The director reports to the superintendent, and in some districts, the director may act as an assistant superintendent with responsibilities unrelated to foodservice.¹³

Product list – the list of goods the family child care providers could purchase from the participating school district.

Providers – see family child care

Roaring Forks School District – At Roaring Fork School District’s Food Service Department supports student achievement by not only offering healthy, great tasting meals (we serve 2,000 per school day), but also by promoting overall wellness through breakfast programs, nutrition education opportunities and connecting students to their food through Farm to School and School Garden programs.¹⁴

Shared Services – is a framework that supports multiple early care and education sites as they seek to pool needs and share resources. A Shared Services framework lets programs be big where big matters and small where small matters. For example, it can help:

- A group of independent (non-profit or tax-paying) centers share staff and tasks, saving time, money and energy
- A multi-site ECE organization think strategically about centralizing and streamlining the tasks and roles needed in all sites
- A network of family child care homes boost both revenues and quality¹⁵

Wildwood CACFP - Wildwood Child and Adult Care Food Program (CACFP) is a nonprofit organization dedicated to supporting good nutrition in licensed child care homes throughout the state

of Colorado. Wildwood began this mission in 1976 and continues to serve all counties in Colorado. Wildwood provides reimbursement for meals and snacks served to these children through funding provided by the Colorado Department of Public Health and Environment (CDPHE) through the USDA.¹⁶

Timeline Considerations

As project planning commences consider school schedules because the availability of the school nutrition director and services provided by the school continue or stop accordingly.

Know these things:

- When does the school year begin?
- When does nutrition director return to the office prior to the next school year?
- When are any extended breaks, such as winter and spring?
- Is school open during the summer?

Of Note: If school is closed for the summer, do not begin the pilot after spring break. There isn't enough time to get everyone educated and ready to go prior to summer break beginning.

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What is the Child Care Food Access Solutions Pilot Project?

Pilot Project Summary

History

The Child Care Food Access Scan administered by Wildwood CACFP and funded by the Colorado Health Foundation made visible some of the difficulties family child care providers have in Colorado securing a variety of healthy and nutritious food at a reasonable cost. The report highlights the desire of the providers to serve quality foods but the cost and availability are barriers. For example:

- driving from store to store to get the right foods.
- empty shelves and the need to drive long distances in rural areas to avoid the higher prices in the local stores. One provider interviewed drives 200 miles round trip to grocery shop.

Based on the many findings in this report, the Colorado Health Foundation made Wildwood CACFP a grantee of the Child Care Food Access Solutions project with a goal to support in-home child care providers in meeting higher nutrition standards for meals and snacks served in child care facilities by eliminating barriers to fresh food and milk.

Planned Approach

To remove the barriers of food affordability and availability in the local communities, Wildwood CACFP sought out partnerships with school districts. The original model was to work with schools to enable family child care providers on the

Child and Adult Care Food Program to purchase foods and milk from their local school district. Then pick up the order at the school in their boundary area. This would achieve two goals:

1. Leverage the purchasing power of school districts when ordering milk and food for their schools. Therefore providers would have access to more affordable and healthy food.
2. Keep it local so the provider would not have to travel egregious distances to provide food to the children in her care.

The schools would be moderately compensated for their efforts, providers would be able to purchase food at an affordable cost and access it easily at a local school location.

Approach in Practice

The approach in practice shifted as we found our pilot project partners.

➔ *School District Partnership*

Wildwood CACFP partnered with three school districts: Greeley D6 Food Hub, Roaring Forks and Garfield 16. In partnership with the districts, we established two different business models for child care providers to order from. These different business models were based upon the strengths of the districts and what would fit with their established workflows.

MODEL 1: ONE LOCATION PICK UP

Providers ordered online, paid by credit card and picked up at the district's warehouse. Freshly made (then frozen) entrees and baskets of local fruit/veggies were also a part of the product order form.

MODEL 2: LOCAL SCHOOL PICK UP

Providers ordered through a google form, were invoiced by school district, paid by check at pick up and retrieved the order at a local school.

INCENTIVES

- To protect the districts from liability of providers not picking up foods they ordered, there was an "escrow" account to cover the potential cost.
- In consultation with Wildwood CACFP, districts also determined the appropriate mark-up and how that was to work for their district.

➔ Family Child Care Provider Participation

Family child care providers participating on the Child and Adult Care Food Program (CACFP) via sponsorship with Wildwood CACFP, in the areas that the school districts agreed to partner, were invited to participate in the pilot.

A total of eleven (11) family child care providers participated out of a potential twenty-six (26) in Greeley, Glenwood Springs and Parachute.

INCENTIVES

- Dinner invitation to hear pilot project pitch and explanation
- Access to easier and more reasonably priced foods
- Paid up to \$200 for the first order

Results

According to the survey results, both the providers and the school nutrition directors thought the pilot project was a success.

Providers liked ordering online and trying new foods. Providers did believe that the food was more affordable although, with the exception of one respondent, it didn't impact the amount of times they had to go to the grocery store.

From the school district nutrition service directors' perspective there are improvements to be made with provider communication and choosing the products to be sold. There was also disappointment expressed in the small number of providers who took advantage of the pilot project. Two out of three would scale the project to make it accessible to more providers and they would also recommend the project to other school districts.

Unexpected Findings

The pilot project was launched with the expectation that school districts had purchasing power that enabled them to procure food and milk at a lower cost than the general grocery or big box store. This was not the case, especially in Parachute and Glenwood Springs. At these districts, adding even a small 5% mark-up to cover the districts' costs made the food cost more than the standard grocery store.

Another unexpected finding was the cost of milk. Providers must serve milk throughout the day to all children in their care so this would be an obvious high cost item to help providers access. While learning about the purchasing process of the school districts in Colorado we found that there is only one milk manufacturer and distributor that will contract with school districts. Therefore, without competition, this milk distributor has significantly marked up the milk. Providers could purchase milk at a much lower cost at the grocery store than they could from school districts.

Partners

Who to Partner With, How to Find Them, How to get them Engaged

Criteria for Partner Outreach

When considering partner outreach, it's helpful to know what impact you want to make with your project as well as the resources available to you. Listed below are some questions to answer to get you started as you assess the partners best targeted for your project.

1. Do we invite child care centers, family child care providers or both?
2. How many children do we want to impact?
3. Age of children to be impacted?
4. How many providers should participate?
5. Do providers have to participate on the Child and Adult Care Food Program?
6. Do we focus on impacting **only** low income providers and families?
7. Do we focus on food deserts regardless of income?
8. Do we focus on rural food deserts or urban food deserts?
9. Do we focus on school districts that have stellar reputations for healthy nutritional options?
10. Do we focus on school districts that already serve the community at large?
11. Do we focus on areas that providers have expressed interest in such a program?
12. What else is important to your end goals?

Based on your answers to these questions, and others that are unique to your project, you'll be able to put together your ideal pairing of school district and target provider base.

Of note: It might help putting these and your other assessment questions in a rubric tool to help prioritize what is most important to your project.

What Criteria did Wildwood CACFP Use?

Based on the data that was gathered by the [food access scan](#), Wildwood CACFP had priority criteria when it came to the providers we wanted to engage. The communities of providers we prioritized to engage only worked if the school districts were willing to partner with us. If the district was not willing, we then moved on to secondary criteria for our target partners.

➔ *For child care providers:*

1. Family child care providers on the Child and Adult Care Food Program (CACFP) with Wildwood CACFP as their sponsor.
 - a. Why CACFP? We wanted to provide an additional incentive for family child care providers to participate in the CACFP. Providers on the food program have demonstrated a commitment to the health and wellness of the children and families in their care.

- b. Why Family Child Care? Less opportunity than centers to leverage purchasing power as they typically are purchasing food for 4-8 children vs a larger number that a center would be serving. Centers typically have other food purchasing opportunities because of higher number of meals they serve.
2. Moderate number of providers in the district area: no less than 4, no more than 20. We strove to:
 - a. invite a reasonable number of providers to start as we began brainstorming with school districts.
 - b. keep risk and liability low to maintain our promise to ensure school districts will not be adversely affected by participating.
 3. Large percentage of Tier 1 providers
 - a. Tier 1 indicates parents and providers living in low income areas.
 - b. It was a high priority of ours to target areas with a high percentage of low income providers, parents and families giving us an opportunity to provide to those in need additional food access options.
 4. Transportation difficult during inclement weather and within food deserts
 - a. We focused on engaging providers in areas that were rural,
 - b. difficult to get to when it snows; and/or
 - c. known to have food deserts.

➔ **For school districts:**

1. Willingness to participate
2. Serviced the area of our targeted family child care providers (criteria above)
3. County demographic information

4. Had an exceptional program that would benefit the providers
5. Not in the south-western part of the state

While these were our priority criteria, it really came down to the school districts and providers that were willing to participate in the pilot project.

For Consideration: When selecting districts to participate, those with food distribution contracts that involve the most school districts (or most schools/ students) are most likely going to be the most beneficial option for leveraging the district's purchasing power on behalf of the providers. The lower cost of the food, the more likely the district will be able to tack on the needed mark-up without adversely impacting the success of the project by making the food costs too high.

Outreach

➔ **Finding Child Care Providers**

This will vary depending upon who you are choosing to reach out to. Obviously, if they are already affiliated with your program, you can run a report and get the appropriate demographic and contact information. If you are reaching out to providers who are not affiliated with your program here are some suggestions for finding participants:

1. Child Care Licensing Website and Reports: these will list, in the very least, the provider's phone number. State Child Care Search Websites or the State Licensing Websites can be found at <http://list.ly/list/Wam-child-care-licensing-state-websites>.
2. Child Care Associations
3. Child Care Resource and Referrals
4. Child and Adult Care Food Program Sponsors
5. Quality Rating and Improvement System programs administered by State Agencies

6. Family Child Care Networks

7. Child Care Shared Services

➔ ***Finding the School Districts***

The Colorado Department of Education has a county and school district map that we used in combination with our provider information to target the school districts that matched our criteria. This map was a great help while we searched for the right people to connect with in the district.

Once you know the district you are going to reach out to, find the nutrition services director or food services manager.

1. Find the district website
2. Look for the following links:
 - a. staff/team/district staff
 - b. contact us
 - c. nutrition services
 - d. menu services
 - e. food services

Typically the food nutrition director/services manager contact information is located in one of these places.

1. Retrieve the district name, contact name, title, email address, phone number and food services webpage
2. Track them all in your favorite tracking method.

Learning Experience

When we started this project, we did not know who to contact or where to get started. We began by calling the Colorado Department of Education Field Service Manager for the school districts. This person informed us about BOCES which is a shared services organization for school districts. They have a state

BOCES Association as well as affiliate associations by region. BOCES has a food services and distribution contract with many of the districts throughout the state. BOCES was a contact we maintained throughout the project.

Ultimately, though, we found that reaching out directly to the nutrition services director/food services manager was the most efficient person to approach. He/she had the decision making power to agree to be a part of the pilot as well as any implementation decisions that needed to be made.

Making Contact

➔ ***Engaging Child Care Providers***

INITIAL CONTACT

We emailed and called providers. Phone calls worked the best to get a hold of providers and to intrigue them about the pilot project. Meeting for dinner was the most successful way to engage the providers to 1) hear more about the pilot and 2) get them excited about participating.

DINNER EXPLANATIONS

The dinner explanations were a key part of the success of provider participation. It was an opportunity for:

- Wildwood CACFP to explain, in person, the pilot project in its entirety
- Share the benefits of the pilot but also the expectations of participation
- Share with them the incentive to participate which was up to \$200 paid toward the first order
- The school nutrition director to meet the providers and explain the districts good intentions and goals as well answer any questions about the food available for purchase etc.
- Look at necessary paperwork together, fill out paperwork and surveys

Bring to the meeting:

- Agenda
- Terms of Service Agreement
- Product List
- Baseline Survey
- Any other instruction or procedural information the providers will need to know. For example, for one of the districts there was an online order process so we brought that documentation as well.

Of note: We tried engaging via email and conference call only. This was not a successful process.

BARRIERS TO PROVIDER PARTICIPATION

1. Providers we spoke to were disinterested because they believe they serve better quality food than school districts. This was especially true among providers who purchase organic foods.
2. Too much food at once. Their program wasn't big enough to justify participation.

Of note: Nutrition director's attendance at the dinner/explanatory meeting is an integral part of making providers feel comfortable with the program. Nutrition directors can explain the program from their perspective, what it is important to them to participate and, most importantly, describe the foods that will be on the product list. See the [appendix](#) for example emails and phone call scripts.

➔ Engaging School Districts

We emailed and called school district nutrition service directors. Unlike with the family child care providers, the best way to engage with school district staff was to email initial information and schedule a time to "brain-share."

After we heard back from the school district contact, we set up a conference call to discuss the pilot project and consider whether or not we wanted to move forward.

For Consideration: When we approached these school districts we did not have a specific process in mind for moving forward. Wildwood CACFP and the participating school districts determined what that would look like at each phone call and email exchanged. However, during our "brainshares" we did make sure the schools knew that they would not be at risk because they participated in this program. Wildwood CACFP's number one goal was to protect the school districts in this process.

Of note: Many of the school nutrition directors we spoke to saw this pilot project as an opportunity to introduce young children, who will eventually be their district, to the types of food they will be served when they attend K-12 school.

BARRIERS TO SCHOOLS PARTICIPATING:

1. Not enough resources – staff or monetary
2. Too much work for small amount of providers serviced
3. Not a good time for nutrition director at the moment (either personally or professionally)

Of note: Many times school districts stated this type of partnership and distribution worked under the catering clause within their food distribution contracts.

You Have Committed Partners - Now What?

Child Care Providers

Providers need to sign and return the terms of service agreement (TOS), which is an agreement with the school districts. The TOS outlines the expectations of both parties which include:

1. when and where the food needs to be ordered and picked up,
2. contact information for both parties,
3. expected payment method and process
4. in case of emergency process; and
5. other expectations of both the provider and the school district.

For an example of the TOS refer to [page 12](#).

At the time of the first order, the school districts take over communication with the providers. The nonprofit organization provides additional support.

School Districts

→ *Memorandum of Understanding*

Sign a memorandum of understanding (MOU) so both parties are aware of the expectations and commitment being made. The MOU can be something one of the parties already uses tailored to the project or you can change the one included in our appendix to get you started. For example see the MOU example in the Appendix on [page 15](#).

→ *Product List*

Determine with the school district the best items to offer to providers. Some things to consider:

1. **Size and quantity.** If working with family child care providers, they most likely do not need (nor can they store) #10 cans or a case of frozen pancakes. Think through what can be separated out of cases that will not burden the provider's storage space. *It is worth noting that there were several providers that liked being able to order by the case.*
2. **Cost.** If the final price (including the mark-up) of the product on your list is higher than the grocery store, be mindful of why you are keeping it on the product list.
3. Districts choose foods they regularly order for the product list.
 - a. When choosing the foods from which providers can order, districts most likely are selecting foods in which they regularly order in larger quantities.
 - b. This will also ensure the product list changes only periodically.
4. CACFP creditable.
 - a. Choose foods that enhance the program's health
 - b. Keep in mind many of the foods the districts are purchasing are for older children, not the younger set that might be in the provider's care.
 - c. 35 states' licensing regulations require child care providers follow CACFP guidelines, even if they don't participate. Know the regulations and help the providers meet these requirements with this program.
5. **Opportunity to Introduce New Foods.** With a finite product list the provider can choose from, there is an opportunity to offer healthy new foods to try in the program. One could accompany the new items with a recipe. (See example in [appendix](#))

6. Premade entrees
 - a. Providers are interested in these.
 - b. Help them understand the ingredients within the dish.
 - c. Help them know how to reheat the dish.
 - d. Provide how the dish meets CACFP meal pattern requirements.

After choosing the foods you believe are a good fit for the pilot, convert the prices that the schools are paying to price per ounce and then compare to local grocery stores. This comparison will help you determine if providers will benefit financially to take part in the program. This will also help you determine if the school's markup is going to push the item price too far over the grocery store price.

WHAT DID WILDWOOD CACFP DO?

Originally the school districts sent us the massive list that they order from with quantities and prices etc. We combed through this list and chose products we thought would work, converted the prices and then compared to three local grocery stores. This was an extreme amount of work. **Our recommendation** is to have the schools choose 50 or so of the foods they order the most and generate the price per item they would like to charge, which includes the markup to cover labor and costs for project participation, then use that completed list for price comparison and CACFP creditability determination.

Lessons Learned:

The district that was serving entrees cooked and chilled at the district warehouse had to take entrees off of their product list and create a specific food safety plan for the health department. It was a problem because the providers were not considered "in-district" as the warehouse's schools were "in-district."

- Issue with commodity product: Providers may not be eligible for commodity pricing. Be sure to double check what commodity products (if any) from which providers are allowed to benefit. Placing the wrong product on the list could place the district in a position to lose commodity participation.
- Some of the most often purchased items were: Bread, tortillas, cereal bowl packs, cheese, juice, deli meat, 10 lb. fresh produce box.

Of Note: Greeley provided food safety instructions (included in appendix) and thermometers (paid for by the grant) for the reheated entrees.

➔ Markup

There were two markups used at Greeley, Roaring Forks and Garfield 16.

- Greeley used a simple 20% markup across the board. This *just* covered their labor for ordering and handling of the products, and it is essentially the same markup they use for employee purchases. The 20% markup by Greeley still maintained competitive pricing in comparison to grocery stores.
- 5% on the total purchase order. Wildwood CACFP used grant funds to absorb the markup to encourage participation by Roaring Forks and Garfield 16 providers. 5% mark-up is not enough to cover costs and labor. Unfortunately, anything higher than the 5% markup in Roaring Forks and Garfield 16 would have made the foods purchased a higher cost than the local grocery stores.

Of Note: Greeley is a larger school district and there are some caveats to the way the district is able to use parts of their federal funds because of a grandfathered pilot project of which the district was a part.

➔ *Decisions for Terms of Service and Processes*

ORDER DATE, PICK-UP DATE AND TIME

Determine the best deadline for the orders for the week to be submitted as well as the best time of week for the provider to pick up the order.

Keep in mind you need time to make the order, process it, and repackage it for provider pick up. One week seemed to work the best for the school districts that participated. For example: Monday by 5:00 pm was deadline for the order and then pick up was the following Monday in the morning.

Of note: Because school hours are often during child care hours, it can be difficult for the child care provider to pick up the food during that time. We included an option in the terms of service agreement to indicate other individuals who could pick up on behalf of the provider. Thinking outside the box like extended hours or a delivery option might be interesting!

IN CASE OF EMERGENCY CONTACT

Determine who at the district office is going to be the person of contact for providers if they have an emergency and cannot pick up their food or if the school is closed unexpectedly on delivery/pick up day.

PAYMENT

What type of payment will be accepted? If the school can accept online orders, they should require credit card payment. If the payment cannot be accepted online, cash or check only.

IMPLEMENT PROGRAM

Once these details have been worked out, choose a start date and go for it!

Lessons Learned:

Be sure that all administrators and school food services staff understand that the orders being made are not by the case but by “item.” Starting with a small group of providers is a benefit when covering the costs of mistakes such as this.

Pilot Wrap Up

The school districts continued to work with the family child care providers without much involvement from Wildwood CACFP for one year. Wildwood followed up with the providers and school districts to learn if they planned on continuing with the Child Care Food Access Solutions project and what could have made the pilot better.

School Districts

- Two of the three school districts continued to work with the providers
- After the first week, it was a smooth process
- Orders from providers have been infrequent and small
- Mark-up
 - » The 20% mark-up that Greeley used barely covered the cost because the orders were so minimal. If there were more orders for larger amounts, it would have surely covered the costs.
 - » Originally, Roaring Forks only charged a 5% mark-up to maintain a food product price that was competitive with the grocery stores. They raised it to 25% and it still didn't cover the costs.
 - » There was product loss with certain items from both districts because of the small orders. The school districts would break down a case of a product and not use all of the food for the provider orders. The districts couldn't use the rest of the product in time, therefore there was food spoilage or they needed to donate it.

When posed the question if there was anything we could have done to make the pilot project better, the resounding answer was that it would have been easier with a larger pool of providers.

Family Child Care Providers

We surveyed eleven of the providers that participated and we had a 100% response rate.

- 7 providers ordered three times or less, 2 ordered at least 15 times, 1 provider never made an order and 1 ordered at least every other week.
- Providers ceased ordering because:
 - » Too much bulk – couldn't eat the food in time
 - » Transportation challenges
 - » Timing of the orders didn't work
 - » More cost effective to go to the grocery store
- Providers found most valuable about the pilot:
 - » Quality of food
 - » Bulk purchasing
 - » Incentive to participate from Wildwood
 - » Pricing and convenience
 - » Possibility of weekly shopping convenience
 - » Food options
- The majority of the providers would consider or would like to continue working with the schools:
 - » Yes – 5 (45.5%)
 - » Maybe – 4 (36.4%)
 - » No – 2 (18.2%)
- Suggestions to make it better:
 - » Smaller quantities of produce
 - » Smaller portions same types of food
 - » Pick up on a Saturday or after work
 - » Items more cost effective
- Challenges:
 - » Consuming food prior to expiration
 - » Pick up times and transportation

- » Didn't have time
- » Remembering to order by order deadline and pick up during pick up time
- Other things providers wanted to share:
 - » Fresh produce in smaller batches.
 - » Thank you for the opportunity to participate
 - » Enjoyed working with the staff.
 - » I don't think this would be a valuable tool for providers unless the cost savings were far more significant than big box stores. The individual servings of certain items was very nice.
 - » Thank you for the info to consider the school food ordering program.
 - » Wonderful idea
 - » Gear toward smaller daycares

In Conclusion

The Child Care Food Access Solutions Pilot Project was successful in many ways. First, both the school districts and the family child care providers found value in participation. The school districts were happy to provide any assistance to the community they could responsibly manage. The school districts found great value in preschool aged children being exposed to the type of food they would receive in the K-12 system, getting the children used to the K-12 food at a time that they are developing their food preferences. The school districts also enjoyed working with the providers. The family child care providers found value in participating in the project because they liked the idea of the convenience and cost savings. They also enjoyed working with the school districts. This type of a project could be an interesting bridge for family child care providers and other early educators to connect with the K-12 system.

The greatest challenge was the cost of the food. This pilot project was proposed based on the assumption that school districts have a greater

purchasing power because they are purchasing large quantities, and therefore can order foods at a lower cost than a single provider could purchasing from a local grocer. It turns out this assumption was not as straightforward as we had thought. As we stated in unexpected findings on page two, not all districts can procure food at a lower cost than a general grocery or big box store. From the three districts we worked with, it was the districts in the less populated and hard to reach areas that had some difficulty procuring food at a lower cost than a standard grocer. The goal of the pilot was to determine a model that would work for family child care providers to access food more conveniently and at a lower cost. This would be most valuable in the smaller, more rural areas but, based on our small sample; it seems these school districts experience some of the same procurement

difficulties as a single family child care provider. If there was more participation from the family child care providers, the mark-up may have covered the cost, but there is a smaller pool of providers to engage with in these communities as well.

We shared our successes and our challenges with attendees from across the United States at the National CACFP Sponsors Association conference in April 2017. We were gratified by the positive reception and the intent to try this type of pilot regardless of the speed bumps experienced. The interest in partnerships with the school districts for early childhood educators was present in both the food and nutrition arena as well as bridging the connection between the two early education and K-12 in the children's educational journey as a whole.

Surveys

We executed four different surveys to help us understand the interest in and success of the pilot. These included:

1. **Baseline Assessment Questionnaire.** Prior to participation in pilot by providers and after thorough overview had been provided.
2. **Provider Feedback.** Post participation survey regarding pilot.
3. **School Administrator Feedback.** Survey of school administrators to assess how the school administrators felt about the pilot overall.
4. **All Provider Survey.** All Wildwood CACFP Providers to gauge interest in pilot (not affiliated with schools that chose to participate). These providers received a written description of what the pilot was and a link to fill out the survey. There was no further discussion over the phone or otherwise.

Both online (using google forms) and paper surveys were used. We did not provide incentives for answering the surveys.

Of Note: The evaluation tools created, dispersed and analyzed were done so in-house. We did not hire an outside evaluation firm to consult or manage.

Baseline Assessment Questionnaire

This survey was given and taken after the pilot was explained to the providers, most likely at the dinner, or sent online after a phone conversation. The goal was to get a general understanding of:

- the food acquisition process of the potential participants,
- what expectations would be of the pilot after the detailed explanation,
- assess if there was positive impact on the providers' current food procurement processes after participation; and
- assess patterns for participation vs nonparticipation.

Provider Feedback

The provider feedback survey was sent to all providers who participated in the pilot project via email. We sent the survey to all participating providers at the same time, regardless of how long they had participated. Survey tool used was google forms.

Of Note: There was not a set amount of time after participation prior to sending out the survey but would recommend being more intentional about the timing and send out the survey per provider based on the timing chosen.

School Administrator Feedback

The purpose of this survey was to assess the impact of the participation in the pilot on the school district nutrition services department. Survey tool used was google forms.

Wildwood CACFP Provider Survey

The purpose of this survey was to determine the interest in the CCFAS pilot project based on a short one page overview of the pilot. We also thought it would help us target districts in which providers wanted the program. This way, we could tell the districts there is provider interest, items they would want to see, best days and times for pick up.

This survey was emailed to every provider participating on the food program with Wildwood CACFP. Used Google Forms for survey tool.

What did We Learn from the Surveys?

About the family child care provider's child care operation: Providers who were interested in the pilot and took the survey (17 total) cared for five or more children ranging in ages from 0-12. Hours of operation were typically 6:00 a.m. to 6:00 p.m. or 7:30 a.m. to 5:30 p.m. with some outliers. One provider's hours of operation is 24 hours.

About grocery shopping: All providers go to the store at the minimum once a week; with seven indicating they visit the grocery store more than once. Three providers specifically indicated that they go to the grocery store once a week and shop at Sam's Club or Costco once a month.

One provider shared the minimum mileage she drives round trip to the store is 42 miles and the next closest grocery store is 110 miles round trip.

Perceived benefits: We asked providers to rate on a scale of 1-5 perceived benefits of the pilot project. Premade entrees, cost savings and fresh produce were at the top of the list for perceived benefits followed by convenience, large quantities, access to healthier options and at the end pick up at local school.

Of Note: Some answered this as though they were choosing in order and used only each number once, while others answered it as a scale for each item. Also of note, there were a couple of different options for this depending in which district the provider was participating. For Greeley we included "premade entrees" and "fruit/veggie baskets" as benefit, for Garfield and Roaring Forks we asked "pick up at local school," "large quantities" and reworded "fruit/veggie baskets" to "fresh produce."

Appendix A

Example Terms of Service Agreement (TOS)

By joining the Child Care Food Access Solutions (CCFAS) pilot project with [school district], you agree to follow these Terms of Service:

1. **Order as Contract.** Each order is a legally enforceable contract to pick up and pay for the groceries ordered. You are obligated to pay for the items you order that are delivered to your pickup site even if you do not pick them up unless they are delivered to you damaged, spoiled or broken.
2. **Order and Pickup Timeline.** Order day will be *[insert date to order]*. Pick up day(s) will be *[insert pick up day(s)]* between *[insert pick up time]*. When you order be sure you can pick up your goods during the time specified for your pickup site. The schools do not have the ability to hold orders past their operating hours, especially if refrigerated or frozen items are involved. Orders must be picked up at the designated school at the designated time. It is your responsibility to know where to pick up your food and the hours the pickup site is open. This information is detailed *[insert where the information is going to be detailed e.g. invoice]*
3. **Payment.** All orders must be paid before they leave the pickup site. Please bring a copy of the completed order form with you to the pickup site. Provider must pay with check before taking goods home. We do not accept cash at pickup site. Prompt payment is a condition of participation.
4. **Emergencies.** We understand that emergencies happen on Delivery Day. If this happens to you, please call *[school district]* as soon as possible. That phone number is on detailed on your *[insert where the information is going to be detailed e.g. invoice]*. The earlier we know about a situation, the better we will be able to assist. You can also contact the *[school district]* before the weekly order closes about making alternate arrangements. Depending on the circumstances, we may be able to arrange something other than the specified hours for a particular site, but this must be arranged before you turn in your order. *[School district] snow line: [phone number]*
5. **Changing Pickup Sites.** If you select a pickup site, but then need to change to a different pickup site, you must make arrangements with *[school district]* Director of Nutrition Services. There are no guarantees a change in pickup sites can be accommodated.

6. **Assessment.** Make sure you get all the items you order when you pick up your goods. Take the time to check your invoice thoroughly to make sure your order is complete. If an item is missing, report it to the Director of Nutrition Services when you check out and make sure it is written on the missing item log so your account can be properly credited. You can deduct the amount of the missing item(s) from your invoice, and pay the new amount. All claims for missing and/or damaged items must be made at the pickup site. Errors in the accounting on invoices (including credits or debits that you believe are errors) must be reported within 5 days of Delivery Day to Director of Nutrition Services, *[name]*, *[phone number]*, or Kati Wagner at 800-555-5555
7. **Orders Not Picked Up.** If the pickup site has the ability to store orders not picked up, the School, will make one attempt to contact you by phone about picking up your items. The School will not make multiple attempts to contact you. If an item spoils or loses quality because you did not pick it up promptly, you will still be expected to pay for it. After Provider has missed more than one pick up date, Provider can no longer participate in the pilot project. Should you arrange for someone other than yourself to pick up your delivery, they must have your receipt/invoice in order for goods to be released. Please list three (3) individuals below authorized to pick up items on your behalf. It is strongly recommended to always bring the receipt/invoice when items are being picked up.
8. **School Closures.** In the event of school closure, you will be notified of a different schedule of delivery dates. It is the responsibility of the provider to be aware of the school schedule and school closures impacting pick up dates and times.
9. **Be kind to the Schools.** The School Representatives work hard to provide you with all that you have ordered. If something goes wrong with your order, please do not blame the School Representatives. If you have an issue with your order, bring it to the attention of the *[insert school district]*, Director of Nutrition Services, *[name]* or Kati Wagner at 800-555-5555. School Representatives are to be treated with courtesy and professionalism at all times.
10. **Please keep your contact information current on our project records.** We encourage you to list cell phone numbers, so we can contact you directly on Pickup Day if there is a problem. By becoming a participant, you agree to have your primary email address added to our mailing lists. These mailing lists will provide you with important information about the functioning of the CCFAS Pilot Project, reminder emails about the order cycle and Pickup Day, and sales and specials.
11. **Pick Up Sites.** There are *[insert number of pick up sites]* possible pick up sites. *[School district]* Nutrition Services Director will inform you which site your order will be delivered.

[Insert school addresses for pick up locations]

Signature

Date

Print Name

Alternate Pick Up Authorization

Print Name

Print Name

Print Name

Example Memorandum of Understanding (MOU)

MEMORANDUM OF UNDERSTANDING (MOU)

Between
Wildwood CACFP
and
[School district]

This is an agreement between Wildwood CACFP; hereinafter called Wildwood and [school district] hereinafter called [school district].

I. PURPOSE & SCOPE

This MOU will identify the roles and responsibilities of each party as they relate to the Child Care Food Access Solutions through School District Partnerships project. The goal of the project, and therefore the parties mentioned in this MOU, is to have a small and successful pilot project which enables family child care providers on the Child and Adult Care Food Program through Wildwood CACFP to order and purchase food for their child care business from their local school districts.

Ultimately, the parties agree to make the project sustainable so after the pilot is sunsetted by Colorado Health Foundation, and Wildwood removes itself as “middle man,” [school district] will continue to partner directly with the child care providers and grow the Child Care Food Access with School Districts Partnership project throughout the local community.

II. BACKGROUND

This partnership is imperative to implement a successful pilot of the Child Care Food Access Solutions project funded by the Colorado Health Foundation (CHF) to grantee, Wildwood. [School district] is a school district in a location that enables Wildwood to evaluate the interest and need of child care providers reflected in the Child Care Food Access Scan. The setup of the school district nutrition services also provides Wildwood with a business model *[insert what business model is - unique factors or any other information that has to do with this particular agreement]*

About the Parties

Wildwood: Wildwood Child and Adult Care Food Program (CACFP) is a nonprofit organization dedicated to supporting good nutrition in licensed child care homes throughout the state of Colorado. Wildwood began this mission in 1976 and continues to serve all counties in Colorado. Wildwood provides reimbursement for meals and snacks served to these children through funding provided by the Colorado Department of Public Health and Environment (CDPHE) through the USDA.

[School district]: [Insert Mission statement of school and any other information school district wants included]

III. Wildwood's RESPONSIBILITIES UNDER THIS MOU

Wildwood shall undertake the following activities:

1. Engage CACFP providers in district to participate in the pilot
2. Develop, in partnership with (school district), Standard Operating Procedure Documentation
3. Promote the partnership through various media channels
4. Support [school district] with provider communication about the project, how it works and any penalties that may occur due to noncompliance of provider and [school district] Agreement.
5. Maintain records regarding the pilot's successes and learning opportunities
6. Review and support maintenance of "Product Catalog"
7. Support [school district] in various avenues as implementation of pilot is planned and launched
8. Communicate openly with [school district] regarding pilot's learning opportunities and successes
9. Protect [school district] from financial risks associated with piloting this project by way of providing an agreed upon deposit against the providers' initial order.

IV. [school district] RESPONSIBILITIES UNDER THIS MOU

[school district] shall undertake the following activities:

1. Create and maintain a product catalog for providers to order products from
2. Package ordered products for Provider pick up to be ready on specified day of "delivery"
3. Handle all money responsibly
4. Deliver a high level of customer service with the providers participating in the pilot
5. Scale for growth post sunset of grant
6. Communicate openly with Wildwood regarding pilot's learning opportunities and successes

V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

1. This MOU shall commence upon full execution of this MOU, and shall remain in force until *[insert date]*. The Term will expire and terminate, and the parties shall have no further obligation to each other hereunder.
2. In the event of any cancellation and termination of this MOU, the terminating party shall give thirty (30) days written notice of such termination to the other party, and, in such event, the party shall have no further obligation to the other party except as expressly set forth herein.
3. This MOU may be amended by mutual written agreement of the parties.

4. The Parties enter into this MOU while wishing to maintain their own separate and unique missions and mandates, and their own accountabilities. Unless specifically provided otherwise, the cooperation among the Parties as outlined in this MOU shall not be construed as a partnership or other type of legal entity or personality. Each Party shall accept full and sole responsibility for any and all expenses incurred by itself relating to this MOU. Nothing in this MOU shall be construed as superseding or interfering in any way with any agreements or contracts entered into among the Parties, either prior to or subsequent to the signing of this MOU. Nothing in this MOU shall be construed as an exclusive working relationship. The Parties specifically acknowledge that this MOU is not an obligation of funds, nor does it constitute a legally binding commitment by any Party or create any rights in any third party.

VI. EFFECTIVE DATE AND SIGNATURE

This MOU shall be in effect upon the signature of Wildwood and (school district) authorized officials. It shall be in force from the time of signature through July 1, 2016.

Wildwood and (school district) indicate agreement with this MOU by their signatures.

Signatures and dates

Kati Wagner, President Wildwood CACFP

Food Services Director, *[school district]*

Date

Date

Communications Examples

Initial Outreach to Providers

➔ *Example Email Invitation to Dinner*

Wildwood received a grant from the Colorado Health Foundation to find ways that our providers can purchase food at a lower price than what you pay for at the grocery store. I think we have found a way to do this!

I would like to invite you to a meeting to learn all about this and see if it is something you would be interested in doing. There are three possible dates with the location to be determined:

- January 19 Dinner at 6:30 PM (or 7:00, if that would be better)
- January 21 Dinner at 6:30 PM (or 7:00, if that would be better)

Please let me know your preference for date and time. We are very excited to share this opportunity with you!

Looking forward to hearing from you,

➔ *Example Follow Up Email*

I would like to invite you to have dinner at Old Chicago next Thursday night, January 21, 6:30 PM. The address is 2349 W 29th Street, Greeley 80631. We are going to discuss the new option you will have of ordering some of your groceries from the Greeley School District. We have found some very significant savings that you will have access to buying. Also, we will introduce an incentive to place your first order! (Hint: you will get even bigger savings!)

We truly hope to see you and find out what you think about this program! Please let me know if you will be able to attend.

➔ *Reminder Email*

We are very excited about how many of you can come meet us for dinner tomorrow night. It is at Old Chicago in the meeting room at 6:30. I know some of you are still trying to figure out a way to come! We are eager to explain the “source” of where you can get some of your food for less than you can at the grocery store. We also need your ideas, suggestions and recommendations.

This is why we want to buy you dinner! Please come if you can!

Initial Outreach to School Districts

➔ *Phone Script*

Hi - My name is Samantha. I am calling on behalf of the Wildwood Child and Adult Care Food Program to explore partnership opportunities between school districts and the child care community that could streamline access to local foods and milk at lower cost.

We are still in the research stage, but we believe there are many synergies that need to be explored. Are you the person who can brainstorm how a potential partnership could work and if not, who would I contact?

Can we set up a meeting for you to meet with the President of Wildwood CACFP Next week?

➔ *Email*

I am reaching out to you on behalf of Wildwood Child and Adult Care Food Program (CACFP) regarding an exploration of partnership opportunities between school districts and the child care community that could streamline access to local foods and milk at lower cost.

According to a food access scan done by Wildwood Child and Adult Care Food Program, in partnership with the Colorado Health Foundation, we found there was a great need for child care providers to have better access to foods and milk in Colorado, especially rural areas. It is because of these findings

Wildwood CACFP is reaching out to you.

According to our food access scan, your region was identified as the most in need of a partnership for the child care providers.

Can we set up a meeting with you and Kati Wagner, Wildwood CACFP's President to do a little brainstorming next week? Are you the right person for a brain share, if not can you please direct us to who could be?

Thank you so much for your time and consideration.

Sincerely,

Brochure

► *Text Content*

Wildwood CACFP Means You Will Receive:

- Cash reimbursement for meals served to enrolled children in your child care business
- Direct Deposit of reimbursement check
- Full access to Minute Menu Kids Pro – online claiming
- Child care food program and nutrition information
- Child care program sign-on notebook
- Nutrition educational materials and activities at home visits throughout the year
- Free nutrition workshops
- At-home support services
- Pre-addressed envelopes
- Tax information
- Access to local child care resources
- Opportunity for free correspondence training

Child Care Food Access Solutions

We are seeking solutions to help child care provider's access food at a more affordable cost, a more convenient location and that would be creditable for food program reimbursement.

Why Food Access for Child Care?

Food Access Scan conducted in Colorado to see if child care providers had trouble accessing healthy foods in a convenient location and affordable cost.

Based on the results of this scan, Colorado Health Foundation funded Wildwood CACFP with a grant to find solutions to help alleviate the food access issues for child care providers in Colorado.

Some Examples of Food Access Challenges

- Tight budgets with limited availability to affordable quality foods – especially in rural areas
- Some drive considerable distances to avoid high prices and go to a club store, one provider surveyed drove round trip of 200 miles!
- Local grocer's prices are much higher in more rural areas.
- Many times local grocers do not have the quantity of food the providers is seeking.
- Storage space make it hard to "stock up" at club stores
- Many providers use their weekend family time to make the trips to secure food for their child care businesses

What Are We Looking Into?

- Exploring partnerships with school districts, to purchase and pick up food from your local school
- Exploring food purchasing cooperative options
- Exploring Farm to Preschool/Child Care and other local sourcing options

Wildwood CACFP is the Perfect Partner for Nutrition in Your Child Care

You know that nutrition is important in your program but it seems impossible to implement healthy eating with the kids? Wildwood can give you tools and resources to do this, not to mention a visit for technical assistance at your home 3 times a year. This is free!

All you have to do is fill out menus and serve creditable meals for the Child and Adult Care Food Program (CACFP), which again, Wildwood walks your through every step of the way.

Do You Like Money? Then You Must Join the Food Program.

Tom Copeland says “You never lose money when you are on the Food Program”

Question you might ask: “Is it really worth doing all that paperwork for a 20-cent snack? (Current Tier II rate)”

Answer: “YES! Let’s look at an example. If you claim a 20-cent snack for the entire year, your total reimbursement would be \$52 (\$.20 a day x 5 days a week x 52 weeks). If you care for four children,

the yearly total would be \$208. If it takes you five minutes a day to record these snacks, that will amount to 21.7 hours a year (5 minutes a day x 5 days per week x 52 weeks). This means that you will earn \$9.58 per hour (\$208 divided by 21.7 hours) for doing the paperwork. That’s probably more money per hour than you are earning caring for children!”
~Tom Copeland, J.D. and trusted Family Child Care Business trainer, author and advocate.

See [page 33](#) for link.

Press Release



Centennial, Colorado - On March 2nd, Wildwood Child and Adult Care Food Program (CACFP) officially launched the Child Care Food Access Solutions Pilot Project with the D6 Food Hub operating out of the Greeley - Evans School District 6 Nutrition Services Division. The goal of this pilot project, funded by the Colorado Health Foundation, is to find solutions to accessibility and affordability issues for family child care providers participating in CACFP.

Wildwood CACFP and D6 Food Hub have worked together to create a product list the providers participating in the pilot can order from which contains a variety of items including: 5 or 10lb fruit/vegetable baskets, scratch cooking items, already prepared snack items and frozen freshly made items by the D6 Food Hub. These entree items, prepared from scratch by the Greeley Nutrition Services team, are what the family child care providers are most excited about.

“I am excited to see how partnerships with school district nutrition services divisions will be both beneficial to the providers and the school districts,” says Kati Wagner, President of Wildwood CACFP. “Ultimately, we are hoping to create models and processes that other CACFP communities and school districts, or other community partners, could replicate.”

Informing Child Care Food Access Solutions Pilot Project was a Food Scan of Colorado Family Child Care Providers in 2013. The scan found that providers either cannot purchase the foods they would like or spend a significant amount of time shopping around, comparing prices and cutting coupons - including driving dozens, sometimes hundreds of miles to shop at a store with cheaper prices.

“We value the essential role family child care providers play in our community,” says Jeremy West, Greeley - Evans 6 School District Nutrition Services Director. “This opportunity to enable access to healthful foods at a reasonable price and accessible location for providers on the food program is the perfect partnership for the D6 Food Hub.”

Wildwood CACFP has also partnered with Roaring Forks and Garfield 16 Nutrition Services Divisions to bring the pilot to Wildwood CACFP providers in those areas. Kati says, “We would like to understand how this pilot project will work in rural areas, those geographic locations and school districts will be our next target areas.”

For more information visit: www.ccfas.weebly.com

*About Wildwood CACFP:

*About Greeley:

About the Colorado Health Foundation

The Colorado Health Foundation works to make Colorado the healthiest state in the nation by ensuring that all Colorado kids are fit and healthy and that all Coloradans achieve stable, affordable and adequate health coverage to improve their health with support from a network of primary health care and community services. To advance our mission, the Foundation engages the community through grant making, public policy, investing in evaluation, private sector partnerships and strategic communications. For more information, please visit www.ColoradoHealth.org.

Appendix B

Frequency of Items Ordered in Greeley

Item	Frequency Ordered
Whole Wheat Bread (loaf)	often
Whole Wheat Hoagie Bun, pkg of 6	often
Whole Wheat Hamburger Buns (pkg of 8)	seldom
Flour Tortillas, 8 inch (one dozen)	often
Goldfish (one dozen)	seldom
Cereal Bowl Pack (one dozen)	often
Mozzarella String Cheese (one dozen)	semi-often
Cheddar String Cheese (one dozen)	semi-often
Cheddar Cheese, Shredded (5 lbs.)	seldom
Mozzarella Cheese, shredded (5 lbs)	seldom
Provolone Cheese, sliced (1.25 lbs)	semi-often
American Cheese, sliced (per pound)	semi-often
Mini Graham Cracker Squares (per dozen)	seldom
Apple Juice (per dozen)	semi-often
Capri Sun, Fruit Punch (per dozen)	semi-often
Mini Pretzels (per dozen)	seldom
Craisins (per dozen)	seldom
Black Beans, Canned (108 oz can)	once
Frozen Blueberries (5 lbs)	seldom
Frozen Raspberries (5lbs)	seldom
Apple Cinnamon Mini Loaf (per dozen)	semi-often

Item	Frequency Ordered
UBR Breakfast Rounds (per dozen)	seldom
Mini Cinnamon French Toast (per dozen)	semi-often
Mini Blueberry Pancakes (per dozen)	semi-often
Ham, Deli Meat (2 lbs)	semi-often
Turkey, Deli Meat (2 lbs)	semi-often
Sausage Egg Cheese Breakfast (per dozen)	seldom
Whole Grain Egg Noodles (5 lbs)	once or twice
Whole Grain Lasagna Noodles (14 oz pkg)	once or twice
Banana Bread/Zucchini Bread (per dozen)	semi-often
5 pound Produce Box	semi-often
10 pound Produce Box	often

Welcome Letter from WCSD 6 School Food Hub

Welcome to WCSD 6 Child Care Food Access Solutions program! We are excited to offer you a wide variety of products from fresh produce to prepared entrées to serve at your child care center. This is our fifth year participating in the national Farm to School program and offering our students locally procured fruits and vegetables by incorporating them into our entrées, sides, and salad bars.

At District 6, we believe in nourishing the whole student and in creating an environment that fosters learning and healthy lifestyles. By equipping your day care home with resources to provide locally sourced, nutrient dense foods to your participants, we hope to help you meet your goals as a childcare provider.

Along with a focus on nutrition, we understand the critical importance of food safety for children and want to provide some helpful information and guidelines for safely handling and re-heating foods and products you receive from the Food Hub.

Proper hand washing helps to prevent foodborne illness and cross contamination and is the number one preventative measure we can take to ensure safe food handling. Wash your hands upon entering the kitchen; after using the restroom or changing a diaper; after touching hair or other parts of your body; after smoking, eating, or drinking; after coughing, sneezing, and blowing your nose; after handling raw meat, poultry, eggs, or seafood, and before handling different types of food; after handling dirty dishes or dirty cooking equipment; and after cleaning, handling soiled laundry, handling chemicals, and trash.

To properly and effectively wash your hands:

- Wet hands with warm, running water
- Apply soap from dispenser
- Lather hands and wrists vigorously for at least 20 seconds (sing Happy Birthday twice)

- Pay special attention to clean thoroughly underneath and around fingernails and beds using a nail brush. Also, wash well between fingers as well as the creases in your wrists where bacteria can be harbored.
- Rinse hands thoroughly with warm, running water
- Dry hands with disposable paper towels. NEVER use an apron or kitchen towel to dry hands! These items are likely contaminated and will introduce bacteria to your hands.
- Turn off the faucet with a paper towel instead of your clean hands.

In addition to proper handwashing, single use gloves can help prevent foodborne illness and cross contamination. Use gloves when handling foods that are ready to eat, making sure you have properly washed and dried your hands prior to glove use. Be aware of any latex allergies or sensitivities that may exist within the population you are serving; use vinyl gloves in the case of latex allergies. Powder-free single use gloves are recommended over those with powder.

After receiving foods and products from the Food Hub, proper storage and handling of foods will ensure food safety, prevent cross contamination, and prolong shelf life. Keep cold foods stored at 41° F or colder. **Prepared food products have a shelf life of seven days; on the seventh day that food product expires.**

To re-heat prepared entrée items:

1. If using the oven, pre-heat to 350°F.
2. Remove food from the freezer/refrigerator and remove outer plastic wrapping. Leave lid on.
3. **Reheat the food product to an internal temperature of 165°F** using an oven, stove, or steamer. The goal is to take the food through the Temperature Danger Zone (41°F - 140°F) as quickly as possible. Plan on at least 30-45 minutes to re-heat an entrée from the refrigerator and at least 90 minutes to re-heat an entrée that is frozen.

4. Once 165°F is reached, serve the food immediately or hold the food hot on the stove or in a 200°F oven, and recheck the temperature to make sure it holds at 140°F or above. Check the temperature of the food just before serving to ensure it is at least 140°F or above.
5. **Discard any foods held in the Temperature Danger Zone (41°F to 140°F) for more than four (4) hours.** This includes time the food spent during receiving, storage, preparation, cooking, and holding food hot.
6. Reheat foods only **ONCE**, as putting food through the Temperature Danger Zone more than once makes it more susceptible to growth of pathogens and bacteria.

Preventing burns

While working with hot foods, burns are a common injury. Help keep yourself and others safe from burns by doing the following:

- ALWAYS use oven mitts, and/or pads when handling hot utensils or pans. NEVER use your apron or a wet or damp item to handle hot items.
- Be aware of the hot frames of cooking equipment such as stoves and ovens. Also be aware of handles of pots and pans on the stove; make sure handles are not in a position easily reached by a child or knocked off by someone walking past.
- When removing a lid from hot food or liquid, open the lid away from yourself in order to allow the steam to escape while shielding your hand, arm, and face with the lid.

Our team of professional cooks have decades of collective food safety and foodservice experience and are here to assist you with your foodservice needs. Please feel free to contact us with any questions, comments, or concerns you may have.

Our Nutrition Services warehouse and Central Production Kitchen is located at 2508 4th Avenue in Greeley, CO 80631. We are directly across the street from Meadow Gold.

Our team includes:

[Provide relevant contact information for the team]

Example of Information Sheet that was included with Fruit/Veggie Baskets

Kale

Kale is a member of the cabbage family and has a mild, cabbage-like flavor. It is low in calories and has good amounts of Vitamin A, Vitamin C, folic acid, calcium, and iron. One cup of kale will provide 10% of the recommended daily amount of calcium.

Kale will store well in a plastic bag in the refrigerator for a week or longer. Always wash all produce well before using. Kale can be enjoyed interchangeably for other leafy greens, such as spinach. It can be eaten either raw as a salad or cooked. Try serving your kale as part of a salad, in a soup, in a frittata or quiche, or simply sauté or steam them.

A flash in the pan is all it takes to tenderize greens and infuse them with flavor. Begin with a hot pan, sauté some minced garlic and diced onions for a few minutes if desired, add the cut up greens and a little water to steam, and cover with a lid until the greens are wilted and cooked. You could season the kale with fresh or dried herbs, or a splash of soy sauce.

Roasting bite-sized pieces of kale is a popular snack; after washing, shake off excess water and tear or cut into medium sized pieces (greens will shrink a bit while cooking). Toss pieces in oil to coat lightly. Spread oiled pieces of kale onto a baking sheet and sprinkle with salt. Put pan in over under broiler until slightly browned and crispy. Great as a snack or as an addition to soup or salads.

Dry Beans

Locally produced dry bean mix: needs to be sorted to remove any dirt, debris, or broken beans and rinsed well before cooking.

Place beans in pot and cover by a few inches of water. Bring to a boil, turn down to medium low and continue to cook beans for 60-90 minutes.

Soak beans to reduce cooking time (but not required). Cook until beans are tender and cooked through, adding more water as necessary.

Generally, one cup of dried beans will yield 2-2 ½ cups of cooked beans. Try cooking a larger batch of beans, portioning out the excess, and freezing them.

Recipe Suggestions

Garden Quiche (or Frittata)

- 9 inch pie crust
 - » To make a Frittata instead, bake in a greased pan or muffin tins without pie crust
- 3 eggs
- Cheese, to top eggs with
- 1-2 cloves garlic, minced
- 1 cup chopped vegetables – try broccoli, summer squash, eggplant, bell peppers, tomatoes, onions, potatoes, etc. or any combination of vegetables
- 1 cup of chopped kale (or substitute chard, spinach, collards or a combination)
- Salt and Pepper to taste
- Any additional seasonings as desired: dill, red pepper flakes, etc.

Sauté garlic with chopped vegetables on medium heat for about 5-10 minutes, until they become tender. Add any additional dry seasonings to vegetables as they cook. Arrange cooked vegetables in bottom of pie crust or greased pan in an even layer. In a large bowl, beat eggs (with a small amount of milk if desired) and season with salt. Pour the beat eggs into pie crust over the vegetables, or into baking pan or muffin tins over the vegetables if making a Frittata. Bake on a cookie sheet to prevent any overflow spills in the oven. Bake at 375 degrees for 30-35 minutes; until the eggs are puffy and slightly golden brown. Once cooked, remove from oven and top with cheese to melt.

Bean Salad

- 4 oz dry bean mix
- 1/2 bell pepper, diced
- 1/4 red onion, diced
- 2 tsp fresh cilantro, minced
- 1 small clove garlic, minced
- Salt and Pepper to taste
- 2 tsp apple cider vinegar
- 1 tsp honey
- 1 Tbsp olive oil
- 1 cup leafy greens, bite sized pieces (try kale, spinach, collards, chard, or any combination)

Sort, rinse, and cook beans until tender. While beans are cooking, combine the vinegar, oil, and honey to make dressing; add all other ingredients except the leafy greens to dressing and mix well. After cooking, cool beans. Combine the cool, cooked beans with the dressing and add the kale; toss well. Refrigerate; flavor will marinate and intensify with time.

Kale and Mixed Bean Soup

- 1 Tbsp vegetable/corn oil
- 1 onion, diced
- 2 cloves garlic, minced
- 1 tsp paprika
- 2 carrots, diced (leaving peel/skin on allows you to skip a step and retain nutrients)
- 1 pound tomatoes, diced
- 1 pound winter squash, peeled and diced (any variety or combination of: try butternut or acorn)
- 1 pound mixed beans, cooked (will require about 8 ounces of dry beans)
- 4 cups of vegetable or chicken stock/broth
- 1-2 cups of kale (or any other leafy greens or combination of), chopped/torn into bite sized pieces
- Salt and Pepper to taste

Heat oil in a large pot and gently sauté onions and garlic until they begin to turn translucent. Add paprika and stir well. Add carrots, winter squash, tomatoes, and cooked beans; pour in the stock/broth, season with salt and pepper, cover, and simmer gently for about 20 minutes. Stir occasionally. Add kale after soup has simmered, and cook until wilted, about 5 minutes. Serve with sour cream or plain yogurt if desired.

Surveys

Survey Questions

➔ *Baseline Assessment Questionnaire*

Questions asked:

1. Provider name
2. Provider number
3. Average number of children in care
4. Average ages of children in care
5. Hours of operation
6. Where do you shop for groceries?
7. Frequency of Grocery Store Visits
8. Transportation
9. Perceived benefits of the pilot:
 - a. Fruits and Veggies Baskets
 - b. Fresh Premade Entrees
 - c. Access to Healthier Options
 - d. Cost Savings
 - e. Convenience
 - f. Additional Comments/Explanations regarding perceived benefits
10. Anything else you would like to share?
11. What types of fruits and vegetables would you like to see in fruits/veggies baskets?

[Link for survey on page 34.](#)

➔ *Provider Feedback*

Questions asked:

1. Provider name
2. City
3. Efficiency: Scale of 1-5, how much more efficient is your food purchasing process?

4. Affordability: On a scale of 1-5, is the food more affordable?
5. Healthy Food Access: On a scale of 1-5, do you have easier access to healthy foods?
6. Variety: On a scale of 1-5, was there enough variety of foods?
7. How many times a week do you visit the grocery store now?
8. Are the number of trips to the grocery store more, less or the same?
9. What items on the product list do you find most valuable/useful?
10. What do you like best about the child care food access pilot project?
11. What would improve it?
12. What other items would you like to see on the product list?
13. Overall: On a scale of 1-5, please rate your overall experience with the pilot project.

[Link for survey on page 34.](#)

➔ *School Administrator Feedback*

Questions Asked:

1. On a scale of 1-5, how do you rate the informational process of bringing providers onto the pilot? (Dinner, Terms of Service, etc.)
2. On a scale of 1-5, how do you rate the informational process of district staff?
3. On a scale of 1-5, how do you rate the process of choosing food items/products to be included?
4. On a scale of 1-5, how do you rate the order process?
5. On a scale of 1-5, how do you rate the pickup process?
6. On a scale of 1-5, how do you rate communication with the provider?

7. Is this a program you could scale and expand to additional CACFP providers?
 8. What are the barriers to perceive to expanding the pilot?
 9. Would you recommend doing this type of child care food access partnership to other school districts or organizations? Please add thoughts in other box.
 10. What products would you add or remove?
 11. What worked best?
 12. What would you improve?
6. If your school district participated, what would you like to see on the product list?
 - a. What types of produce do you currently purchase?
 - b. Premade Menu Items: Would you be interested in fresh pre-made menu items prepared and cooked by the school in servings of 12?
 7. What day would be best for pickup?
 8. How interested are you in this project? Scale of one to 5.
 9. Is there anything else you would like to share?
 10. Leave email if you would like follow up.

[Link for survey on page 34.](#)

➔ ***Wildwood CACFP Provider Survey***

Questions Asked:

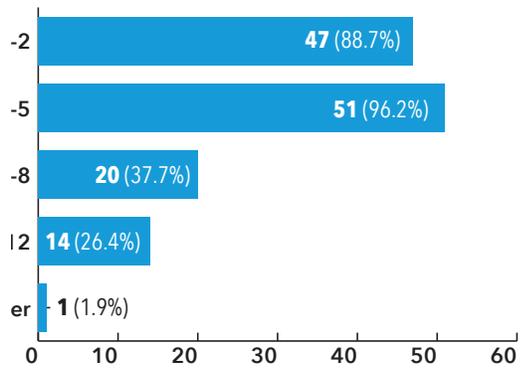
1. How many children are typically in your care?
2. Ages of children in your care?
3. How many times a week do you go to the grocery store?
4. How far do you travel to go grocery shopping?
5. What school district are you in?

[Link for survey on page 34.](#)

This survey was to gauge interest in the pilot project after providers were sent a short overview with the link to the survey.

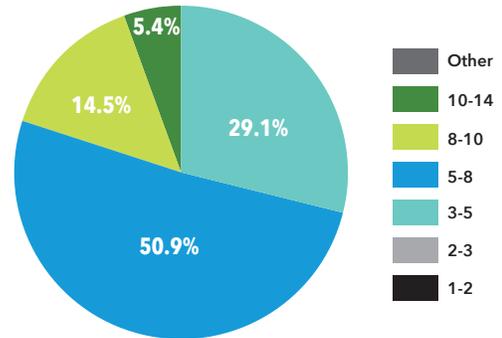
Wildwood Provider Survey Results

Ages of Children in Your Care



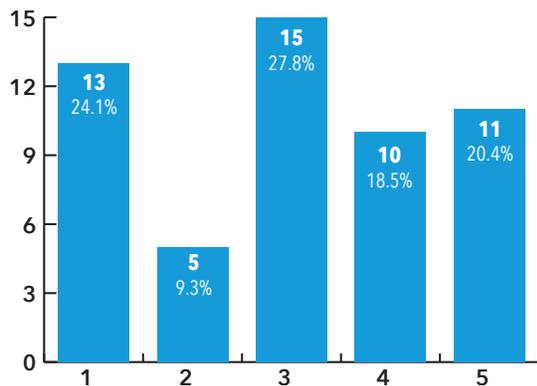
53 responses

How Many Children Are Typically In Your Care?



55 responses

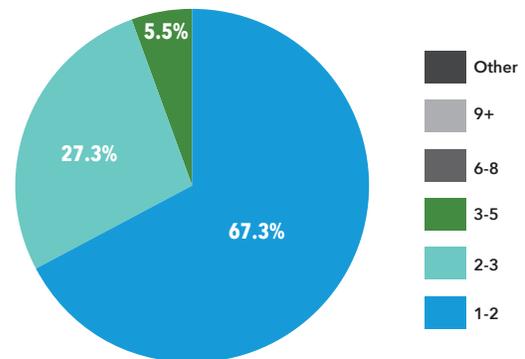
How Interested Are You In This Project?



54 responses

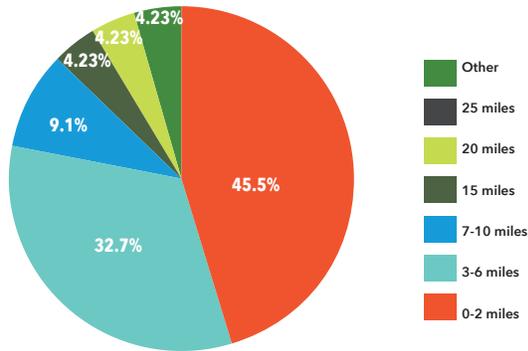
This was on a scale of one to five – one being not interested at all and 5 being most interested

How Many Times A Week Do You Go To The Grocery Store?



55 responses

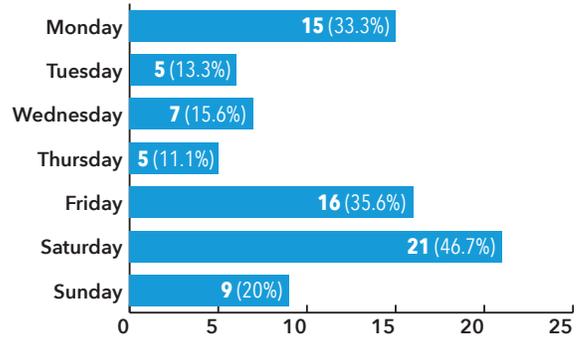
How Far Do You Travel To Go Grocery Shopping?



55 responses

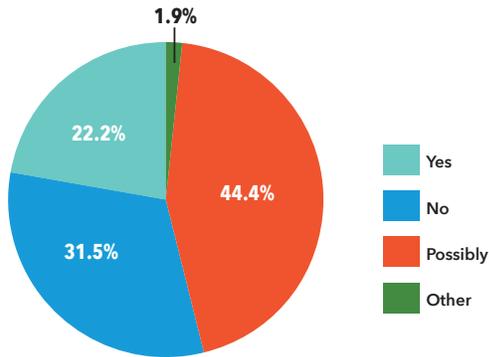
7 (12.7%) providers travel 15 miles or more to the grocery store

What Day Would Be Best For Pickup



45 responses

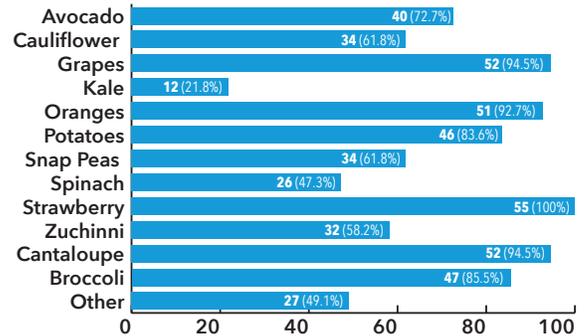
Premade Menu Items



54 responses

Interest in Premade menu items

What Types Of Fresh Produce Do You Usually Purchase?



55 responses

Resources

1. Child and Adult Care Food Program – USDA Webpage <https://www.fns.usda.gov/cacfp/child-and-adult-care-food-program>

Explains CACFP and provides links to USDA policy, FNS-Team Nutrition resources and more.

2. Child Care Food Access Solutions (CCFAS) Pilot Project Website: <http://ccfas.weebly.com/>
3. Child Care Food Access Brochure link: http://www.tlfc.org/uploads/7/9/9/8/7998708/wildwood_brochure_2015-4-8.pdf
4. Child Care Search Websites in each state: <https://docs.google.com/spreadsheets/d/1-khhZUyd9wLmHyGLPhOp3B8RBXtc1mhy1nDNU5sQppo/edit#gid=0>
5. Family Child Care Providers in Greater Minnesota: Challenges and Innovations in Healthy Food Access (2014). http://misadocuments.info/Tomorrows_Table_Childcare_Report_Oct14.pdf

This report explores, identifies and provides recommendations regarding healthy food access for family child care providers in Minnesota.

6. Food Access Scan of Home Care Providers in Colorado: Identifying Challenges and Opportunities for Improving Healthy Food Access. The food access scan that informed the Child Care Food Access Solutions Pilot Project.

Executive Summary: http://ccfas.weebly.com/uploads/7/9/9/8/7998708/homecarecacfpfoodaccesss_canexecsummary_11.20.13.docx.pdf

Full Report: http://ccfas.weebly.com/uploads/7/9/9/8/7998708/homecarecacfpfoodaccesss_canreport_final_11.20.13.docx.pdf

7. Overview of School Food Procurement in Colorado, Spring 2011. LiveWell Colorado. <https://www.yumpu.com/en/document/view/39556418/overview-of-school-food-procurement-in-colorado-livewell-/2>

This report maps how school procurement works in Colorado and defines many federal programs as they relate to school procurement.

8. Planning for Food Access and Community –Based Food Systems: A national Scan and Evaluation of Local Comprehensive and Sustainability Plans by the American Planning Council. <https://www.planning.org/research/foodaccess/>

This report thoroughly defines “food access” and provides information for how different communities are creating sustainable plans to address access to food for their communities.

9. Survey Links:

Garfield 16 and Roaring Fork Baseline Survey: <https://goo.gl/forms/67Ojs0rD5nTnf3OO2>

Provider Feedback (post pilot participation): <https://goo.gl/forms/iPLFLX5xEJwCKJYZ2>

Provider Survey to All Providers (All of Wildwood CACFP providers got this to gauge interest in the project):
<https://goo.gl/forms/c8PfEAQJUyVdOfEg2>

School Administrator Survey: <https://goo.gl/forms/pcoSuN4FLVuBaQYC2>

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4. Colorado Health Foundation website: <http://www.coloradohealth.org/about-us/vision-mission-values>). Accessed March 21, 2017
5. USDA Website/DoD Webpage <https://www.fns.usda.gov/fdd/usda-dod-fresh-fruit-and-vegetable-program>. Accessed March 21, 2017.
6. Child Care & Early Education Glossary, Child Care & Early Education Research Connections. <https://www.researchconnections.org/childcare/childcare-glossary>. Accessed March 22, 2017
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