

SCHOOLS AS NUTRITION HUBS: AFTERSCHOOL MEAL PROGRAM

ACTION PLANNING TEMPLATE

Instructions

This template will help you create an action plan by walking you through the steps necessary to implement the afterschool meal program in your district. The steps for your action plan will be: A) thinking and researching about a new program, B) identifying and recruiting sites and building stakeholder support, C) planning program details and logistics, D) initiating program implementation, and E) monitoring program progress.

Like any decision, not everyone takes the exact same steps to make a plan. The following exercise lists examples of what school nutrition directors have done to prepare and implement the afterschool meal program. Review the different steps and examples of tasks to plan for what will work best for you. Choose from the task choice options to begin your plan.

Goal
To start the afterschool meal program in my district in _____ sites by _____.

Example Goal

To start the afterschool meal program in at least 5 qualifying school sites by October 2017.

+ Pro Tip

For planning purposes, we have provided general guidance on ideal time frame to prepare and plan for implementation of afterschool meals. However, not all planning can occur on an ideal timeline. Be flexible and prepared to encounter challenges during this process.

+ Pro Tip

When setting your goal, use the SMART approach.

- S** – specific
- M** – measurable
- A** – action oriented
- R** – realistic
- T** – time-bound

Step A: Thinking and Researching About a New Program

Timeframe

This step can happen anywhere from 2–4 months before implementation.

Objective

To gather enough information to understand how the afterschool meal program works, determine if you have schools or sites that qualify, and decide whether you want to implement the program in your district.

Task Choices

- Call your state agency that oversees the Child and Adult Care Food Program (CACFP) Afterschool Meal Program
- Read through resource section of the Schools as Nutrition Hubs (SANH) operational plan to understand program criteria and funding structure
- Fill out the SANH program inventory assessment to identify which schools may qualify for the program
- Visit other sites/schools in your district or neighboring districts that are currently running the program
- Reach out to school nutrition directors in neighboring school districts with similar size and demographics to your district and ask them about their program
- Review program specific compliance requirements to fully understand what is expected of you and your nutrition program
- Use the financial projection section of the SANH operation plan to estimate your program's financial sustainability and whether you will be able to pursue the Afterschool Meal Program in your district

Fill in the grid with the **tasks** that you are prioritizing from above, as well as any additional items that you think would be appropriate for this step and timeframe.

Task	Responsible Person	Deadline	Notes

Step B: Identifying and Recruiting Sites, Building Stakeholder Support

Timeframe

This step can happen anywhere between 2–4 months before implementation.

Objective

To gather information to decide which schools or sites will run the program, and to build support from stakeholders such as the superintendent, school nutrition staff, principals, teachers, custodial staff, community members, and parents.

Task Choices

- Identify and recruit eligible sites (i.e. send out letters to principals, call community leaders, talk to school administrators, talk to 21st century department)
- Conduct stakeholder meetings
- Discuss vision for ideal program with school nutrition staff including menu preferences
- Use the stakeholder engagement and site recruitment sections of the SANH operational plan to help document/organize the information you are gathering throughout this step

Fill in the grid with the **tasks** that you are prioritizing from above as well as any additional items that you think would be appropriate for this step and timeframe.

Task	Responsible Person	Deadline	Notes

Step C: Planning Program Details and Logistics

Timeframe

This step can happen anywhere between 1–2 months before implementation.

Objective

To determine program details and logistics including menu, delivery method, counting and claiming protocol, training needs, and practice run.

Task Choices

- Use the menu planning, site visit, and equipment sections of the SANH operational plan to help you through the program details and logistics planning
- Review food preparation sites (central kitchen, school kitchens, etc.)
- Develop menu
- Review and visit service sites and meet with program staff
- Determine individual site start date(s)
- Inform state agency of start date(s)
- Ensure appropriate equipment is available for proper storage and handling
- Determine delivery model
- Confirm logistics for preparation, delivery, and service of food
- Train school nutrition staff
- Train program staff
- Conduct practice run



Pro Tip

Be sure to look into the CACFP requirements to document staff training.

Fill in the grid with the **tasks** that you are prioritizing from above as well as any additional items that you think would be appropriate for this step and timeframe.

Task	Responsible Person	Deadline	Notes

Step D: Initiating Program Implementation

Timeframe

This step includes the first two weeks of service.

Objective

To start program service while providing continued on-the-job training and making adjustments to original implementation plan.

Task Choices

- Start program
- On-site monitoring during first two weeks of service
- Use a sample CACFP review form as guidance during the first two weeks of service for monitoring and on-the-job training
- Conduct interviews with stakeholders including students
- Make adjustments based on data and stakeholder feedback

Pro Tip

Take advantage of the first few weeks of the program to provide on-the-job training for staff. Approach this time as an adjustment period and support school nutrition and program staff.

Fill in the grid with the tasks that you are prioritizing from above as well as any additional items that you think would be appropriate for this step and timeframe.

Task	Responsible Person	Deadline	Notes

Step E: Monitoring Program Progress

Timeframe

This step should be conducted continuously post-implementation.

Objective

To monitor and make adjustments to program.

Task Choices

- Run service numbers
- Look at production sheets
- Run food and labor costs
- Set up on-going communication with preparation and service site
- Interview stakeholders including students
- Make adjustments based on data and stakeholder feedback

Pro Tip

It is important to check in with the school nutrition staff periodically to monitor progress. Many school nutrition directors recommend doing this at least monthly.

Fill in the grid with the **tasks** that you are prioritizing from above as well as any additional items that you think would be appropriate for this step and timeframe.

Task	Responsible Person	Deadline	Notes