



AFTER SCHOOL

Hot Supper Meals

**PRINCIPAL'S
TOOLKIT**

Los Angeles Unified School District
Food Services Division





Serving Hot Supper Meals

Dear Principal,

Thank you for participating in the Hot Supper Expansion Program! We are excited to bring nutritious hot meals to your students afterschool.

We appreciate your support in the following areas:

- Authorize the communication/distribution of parent letters to the classrooms
- An opportunity to hold an informational parent meeting about the exciting new program
- Post informational posters and banners
- Ensure PA announcements are made daily
- Encourage students to participate
- Ensure gates are opened to the community
- Authorize the monitoring of gates to ensure food is eaten on campus in the designated areas
- Observe the program and provide the Manager and staff with feedback

Thank you for your continuous support as we continue our core mission to nourish our children to achieve excellence.

Food Services Division



Getting Started...

Hot Supper Meals

Area Food Services Supervisor

- ⇒ Obtain the Hot Supper Expansion Pre-launch packet
- ⇒ Conduct the Hot Supper Readiness Evaluation, submit to Roxanne Daguro
- ⇒ Meet with Principal and FSM to discuss the Hot Supper Expansion
- ⇒ Invite Principal and/or supporting staff to attend the Hot Supper training
- ⇒ Determine placement for the 2 mobile carts
- ⇒ Plan for staffing
- ⇒ Provide support to school site on the day of sampling and during the entire first week of rollout
- ⇒ Monitor program and provide corrective action

Food Services Training Specialist

- ⇒ Call assigned school to coordinate the training date and times for FS and Afterschool program staff
- ⇒ Email the FSM roll-out timelines, training dates/times, PowerPoint, and ordering guidelines
- ⇒ Gather marketing kit items and print a HSEP packet for each site
- ⇒ A week before confirm FS and Afterschool program staff training via email
- ⇒ On training day, set up marketing items and deliver parent letters to the office to distribute
- ⇒ Review HSEP Packet with FSM
- ⇒ Provide support to school site on sampling day and one day during the rollout week
- ⇒ Complete a Hot Supper evaluation for each site visited and send a summary email
- ⇒ Communicate to the AFSS of any challenges and deviations to the program
- ⇒ Provide weekly follow ups with all assigned sites and complete communication log

Food Services Manager

- ⇒ Complete EZ Steps in CMS based on the forecasting guidelines for the first week
- ⇒ Review shopping list and make adjustments as needed
- ⇒ Ensure the program is staffed accordingly, adjust work schedules
- ⇒ Determine placement for the 2 mobile carts
- ⇒ Prepare for sampling and rollout days
- ⇒ Ensure PA announcement are being made daily
- ⇒ Ensure meals are served during the approved serving times
- ⇒ Collect and verify all documents for accuracy
- ⇒ Complete survey monkey daily for the first month
- ⇒ Enter the daily hot supper counts and production worksheet in CMS
- ⇒ Monitor program and provide corrective action
- ⇒ Facilitate communication between all partners

LAUSD
Food Services Division



Hot Supper Expansion For Administrators

Provided by the LAUSD Food Services Division
8.14.2017

A Great Part of Your Day

The After School Supper Program

Child & Adult Care Food Program (CACFP) is a federal program that provides reimbursement for supper served to school age children.

- Provides meals after school to children up to the age of 18 (or individuals of any age if disabled)
 - Students enrolled in the after school programs
 - Available for "community" non-after school program participants
 - ✓ Students not enrolled in an after school program
 - ✓ School age children
 - ✓ Siblings of students



A Great Part of Your Day


Current Reach

Suppers served through the After school Meals Program quadrupled in the first five years that the option has been available nationwide.

However, a large gap remains: Less than 4 afterschool suppers are served for every 100 school lunches provided to kids in need across the country.

Possible reasons for this gap include:

- Lack of awareness of the program
- Belief that hunger does not exist
- Perception that an after school meal is too much food and may cause obesity
- Misconception program is only for enrolled students




A Great Part of Your Day

Expanding The Supper Program

The Hot Supper Expansion Program provides easier access to hot supper meals to all students on campus and children from the community.

- A Tastier Menu
 - The hot supper menu consists of popular food items that students would enjoy.
- Convenient Serving Locations
 - Hot meals will be served in the cafeteria and two mobile carts.



A Great Part of Your Day

Hot Supper Program Implementation


The Hot Supper Expansion Pilot program was implemented on November 7, 2016.

- 39 sites were selected to participate

With the success of the Hot Supper pilot, 105 additional schools were schedule throughout the school year.

- Phase 1 - 23 sites on February 27th
- Phase 2 - 22 sites on March 13th
- Phase 3 - 21 sites on March 27th
- Phase 4 - 21 sites on April 17th
- Phase 5 - 18 sites on May 1st


Effective May 1st, 144 schools will serve hot suppers.



A Great Part of Your Day

Hot Supper Participation Counts

	Elementary	Enroll	Week AVG	% Served	Middle	Enroll	Week AVG	% Served	High	Enroll	Week AVG	% Served
East	San Miguel	784	319	41%	Nightingale	733	151	21%	South Gate	2200	276	13%
Central	Normandie	863	321	37%	LA Academy	1265	304	24%	Angelou	1088	327	30%
South	Gulf	845	197	23%	Dodson	1830	330	18%	Banning	2549	197	8%
West	Crescent Hgts	365	205	56%	Burroughs	1781	320	18%				
North-east	Plainview	323	170	53%	San Fernando	1145	273	24%	Sylmar	2024	630	31%
North-west	Blythe	476	181	38%	Nobel	2444	471	19%	Monroe	2186	405	19%



A Great Part of Your Day

Marketing Strategies

In order for the Hot Supper Expansion to be successful, marketing strategies are in place to build excitement and promote the hot meals.

- Informational parent meetings to gain buy-in
- Parent letters explaining the program
- PA Announcements to create buzz
- Eye-catching banners, posters, signs
- Visually appealing mobile service carts



A Great Part of Your Day

Daily PA Announcements



Administrators or designee are encouraged to make daily PA announcements before and after the rollout.

- Scripts are available in your toolkit.
- PA announcements have made a positive impact on student participation



A Great Part of Your Day

Banners and Signs



Use the printable signs to remind participants to consume food in the designated eating area.



Post regulatory banners on exit gates facing the inside of the school.



Post gate banner along the main gate facing the street.



A Great Part of Your Day

Training and Support

To ensure the success of the Hot Supper program your school will receive training and support for 3 weeks.

- Week 1 - Training
- Week 2 - Marketing
- Week 3 - On Site Support



Food Service Training Specialist will provide weekly follow ups.



A Great Part of Your Day

Sampling Day

The sampling day is a marketing event to create buzz about the Hot Supper Program and provide a dry-run for all service staff and participants.

- The dry-run will be the Thursday before the hot supper rollout day.
- Samples are for non-afterschool program participants at the mobile carts.

NOTE: Expect to run out of samples.



A Great Part of Your Day

Hot Supper Meal Service

The Hot Supper meals will be served in three locations:

Cafeteria service

- Available for students enrolled in After School Programs

Mobile carts

- Carts must be placed in 2 different locations on campus
 - If after 2 weeks, the second cart is serving less than 50 participants, 1 mobile cart may be utilized
- Available for non-afterschool program participants

Meal service begins immediately after the bell rings at the end of school

- Available for 30 minutes



A Great Part of Your Day

Hot Supper Meals

Cold Bags



Hot Entrees



A Great Part of Your Day

Early Release Day Policy

Dismissal Time	Before 1:00 pm	After 1:00 pm
Hot Supper Service Time	Approved service time	Immediately after the bell rings at the end of school
Example: Regular school dismissal is at 2:30 pm.	On Friday, students are released at 12:50 pm. Hot Supper will be served at 2:30 pm.	On Tuesday, students are released at 1:20 pm. Hot Supper will be served at 1:20 pm.



A Great Part of Your Day

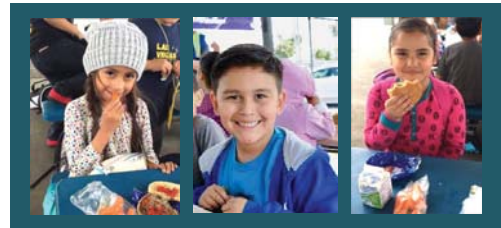
Hot Supper in Motion



A Great Part of Your Day

Good Nutrition All Day Long

Providing healthy meals shouldn't stop once the last bell rings. Often times, parents are still at work when their children get out of school. Serving hot supper meals allows the children to receive three nutritious meals a day to support their growing bodies and learning needs.



A Great Part of Your Day



Hot Supper Meals

MARKETING KIT

The following are the contents of the Hot Supper Expansion Marketing Kit with instructions for each school.

☐ Parent Letters (qty. is based on enrollment)

- The Parent Letters will be counted by classroom enrollment by either the cafeteria staff or the main office. These letters will be distributed in the classroom for the students to take home to their parents.

☐ 1 Gate Banner (zip ties included)

- The banner should be posted at the main gate visible to the parents and community members.

☐ Regulatory Banners (qty. based on school type, zip ties included)

- Banners should be posted at all exit gates visible to participants
 - ⇒ Elementary: 2 banners
 - ⇒ Middle: 3 banners
 - ⇒ High School: 4 banners

☐ 2 Mobile Cart Signs (4 pieces of Velcro for each sign)

- 1 sign per mobile cart

☐ 2 Flag Sets (Includes 2 poles per set)

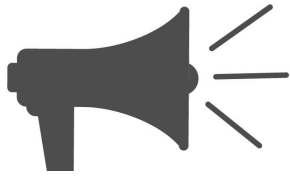
- 1 flag per mobile cart
- Poles will be affixed to carts with duct tape
- Will be collected after 3 weeks

☐ 2 Posters (12x18in)

- Posters will be placed in highly visible areas, 1 for the cafeteria and 1 for the main office.

☐ 2 Do's and Don'ts Printout

☐ 2 PA Announcement Scripts



HOT SUPPER MEALS

Scripts for PA Announcements

Below are some sample PA announcements specifically designed to encourage students to eat in the **designated eating areas** and to remind them to **not take any food off campus**. Please feel free to create fun and unique announcements for your school!

Morning Announcements

- ◆ *Good Morning to all _____ (insert school mascot)! Today's supper meal will consist of _____ (insert menu items). Remember, no food can be taken off campus, so please eat your delicious supper meals in the _____ (insert designated eating area).*
- ◆ *Good morning _____ (insert school mascot)! Are you hungry afterschool? If so, join us for a delicious hot supper meal! Remember, these tasty meals must be eaten in the _____ (insert designated eating area).*
- ◆ *Good Morning _____ (insert school mascot), today's hot supper menu is _____ (insert menu item). Remember, hot supper meals must be consumed on campus in the designated eating area.*
- ◆ *Good Morning students! Today is _____ (day of the week) and the hot supper item for the day is the delicious _____ (insert menu item). These hot supper meal will be available immediately after the bell rings for you to enjoy on campus within the designated eating area.*

Afternoon Announcements

- ◆ *Hey _____ (insert school mascot)! Don't forget to grab your hot supper meals today! Please enjoy your hot supper meals in the _____ (insert designated eating area). Remember, no food can be taken off campus.*
- ◆ *Hello _____ (insert school mascot)! Join us afterschool for a tasty supper meal. Don't forget these tasty meals can not be taken off campus, so please eat them in the _____ (insert designated eating area).*
- ◆ *It's _____ (insert day of the week) and that means we will be serving _____ for supper! You heard right! Just stop by one of our carts right after the dismissal bell and pick-up your supper meal! Don't forget to eat your delicious meals at _____ (insert designated eating area).*
- ◆ *Hello _____ (insert school mascot)! _____ (insert menu items) will be available immediately after school for you to enjoy on campus in the designated eating areas.*
- ◆ *School is almost done for the day and that means delicious _____ (insert menu item) are almost ready for hot supper! These meals will be served immediately after the bell rings and must be consumed in the designated eating area on campus. Come get your hot supper meal today!*



Hot Supper Expansion Pilot FAQs



- 1. What is the back-up plan for inclement weather?**

In cases of inclement weather, discuss and create a back-up plan with the Principal, AFSS, and Food Service Manager. The two mobile carts must still be utilized and an alternate covered area for service should be identified. Announcements should be made over the PA to inform students of the new cart locations.
- 2. Can school sites serve out of the window for cafeteria service since the after school program students will be directed there anyways?**

Yes, cafeterias may choose to serve after school program students through the window service.
- 3. Can parents assist younger children with obtaining their hot supper meal?**

Yes, parents may assist younger children with obtaining their meal, but they cannot consume the food.
- 4. What is the procedure if a student signs in twice on the drop-in roster?**

The Food Service Manager reviews the Drop-In Attendance Feed Roster for duplicate names. The Food Service Manager will cross out the duplicate name and only claim one meal. Double meals will be accounted for in the “non-reimbursable/a la carte” (column 9) section of the production worksheet.
- 5. BTB and YS staff will assist and get direction from the FSM. What about other agencies on campus?**

We cannot expect assistance from the other agencies. However, if they would like to offer their assistance, please work directly with the staff.
- 6. If Special Ed students do not get out early and go straight to the bus how will they participate? What about students participating in intervention?**

Special Ed. students are welcome to participate in the Supper program, however, their meals must be provided after the bell and eaten at the designated areas. Transportation services will not allow any meals to be consumed in their vehicles. To give the students a chance to eat their hot supper meals, principals may consult with transportation so busses do not leave right after the bell.

Intervention students are also welcome to participate but like all participants, the meals must be eaten in the designated area(s).
- 7. If Food Services staff notices within 15 mins of service that no other participants are coming to the mobile cart should the mobile carts (1 or both) be returned to allow staff to assist with Cafeteria support?**

For the first few weeks, staff should observe the 30 minutes serving time for all locations (cafeteria and two mobile carts). Adjustments may be made after with approval from the AFSS. At least 1 mobile cart needs to be available for service for 30 minutes.
- 8. When will the hot supper meals be served during minimum day?**

The Hot supper meals will begin immediately after the bell rings at the end of school, (PD days included) except for minimum days. For minimum days the hot supper meal time will **not** be served immediately after school when the bell rings. Hot supper meals will be served at the approved supper service time. Please refer to the “Supper Site Listing” in the Training and Resources page under “Supper Program.”

Hot Supper Expansion Pilot FAQs

- 9. School sites with multiple learning communities release students at different times. The bell rings at the end of school at different times for these sites. How do we serve all the different sites?**

Review the school's bell schedule with the AFSS and develop a plan of action.

- 10. Can High Schools only use the Drop-in Attendance Feed Roster if that's what they already use?**

Yes, high school students may continue to use the Drop-in Attendance Feed Roster in the cafeteria service. In addition, the after school program staff must submit the weekly attendance roster to be in compliance.

- 11. Can sites staff their supper program with 4 staff members if they do not exceed 6 hours?**

Yes, as long as it does not exceed 6 hours.

- 12. Can Adults purchase the Hot Supper Meal?**

No, the hot supper meals are for children up to the age of 18, or any age if they are disabled.

- 13. If refrigeration and freezer space is limited, where can food and supplies be stored?**

Managers should only order quantities enough for average service. If there is concern due to equipment failure, please address this with your supervisor.

- 14. The designated eating area (lunch pavilion) is already full with the after school program students, where will the drop-in participants eat?**

Managers and Supervisors should assess if there is adequate space in the existing designated area. If the space will not accommodate a minimum of double the existing supper participation, an alternate secondary area should be identified.

- 15. Who's responsible for taking out the trash at the end of the hot supper service?**

The after school program staff will continue to take the trash out to the large receptacles in the eating area. Food Service staff must assist when necessary with cleaning of their immediate areas.

- 16. Are substitution meals allowed?**

No, there are no substitutions allowed for the hot suppers. Lunch food items or current cold/shelf-stable meals may not be served for the Hot Supper Pilot. Please review production history and order meals accordingly.

- 17. Can the Food Service Manager switch the menu days?**

Food Service Manager must adhere to the menu for that specific day. If extenuating circumstances occur, please confer with your supervisor.