OUT OF SCHOOL TIME AFTERSCHOOL MEALS PROGRAM APPLICATION

The Afterschool Meals Program (ASM), part of the City's Out of School Time (OST) Meal Programs, provides nutritious meals and snacks to children and youth who participate in eligible programs that offer educational or enrichment activities during times of the year when school is in session. Funding for the program is made possible through revenue from the City of Seattle, State, and USDA and is contingent upon availability of funding.

To apply for the ASM, an agency must send a completed application form to Olivia Jackiewicz, City of Seattle Out of School Time Meals Coordinator, at:

Email:	**OutofSchoolTimeProgram@seattle.gov**
USPS*	**Out of School Time Program** **700 5th Avenue, Suite 5800** **PO Box 34215** **Seattle WA 98124-4215**

*If sending by US Postal Service, address exactly as above including both street # and PO Box #.

The City will screen and prioritize applications using the following criteria. Please refer to FAQs following the application for more information about screening criteria and program operations.
- Location: Program is located at a site where at least half of the children in the school attendance area are eligible for free and reduced-price school, as determined by school or census data.
- Average number of children and/or youth to be served each day
- Number of days of operation
- Ability to provide adequate refrigeration and secure dry storage space

After Application Submission

1. Applicants will be notified of preliminary approval for the ASM on a rolling basis
   a. All sites must have a building/fire inspection within the last 12 months before meal service can begin. A copy of the inspection report is considered part of the application and must be sent to above address
   b. Licensed child care providers must send copy of state child care license as part of their application to above address.

2. City staff will visit the selected sites to conduct pre-operational site visits. These visits will verify the information provided on the application and that the site has the capability to provide meal service as required by the policies and procedures governing the program.

3. City staff will contact your agency to arrange for your designated staff to participate in **<u>mandatory</u>** training/orientation prior to the start of meal service.

   All staff who will be involved with ASM must be trained by City staff. Meals served by untrained staff will be disallowed and charged to your site.

4. Final acceptance to participate in the program is contingent on the site staff successfully completing training, the site passing the pre-operational site visit, and receiving final approval from the State funder (Office of Superintendent of Public Instruction).

Application on next page

AFTERSCHOOL MEALS PROGRAM
2022-2023 Application

This form is electronically fillable. Return as soon as possible. See previous page for mailing instructions. ==Agencies with multiple sites must complete a separate form for== *each site. If you have questions or concerns about completing this form, please call* Olivia Jackiewicz, Out of School Time (OST) Coordinator *(206) 375-1186*

AgencyName: _____ **Program Name, if different**: _____
AgencyAddress: _____ **Zip:** _____ **Phone:**_____
Meal Sites Address, if different from Agency Address: _____ **Zip:** _____
Site Phone, if different from Agency's: _____
Site Supervisor Name (See attached FAQs for site supervisor responsibilities):
Site Supervisor Title: _____
Site Supervisor Email: _____ **Site Supervisor Phone**: _____
Name of Authorized Representative – if different than Site Supervisor – who is authorized to sign Sponsor-Site Agreement: _____ **Authorized Representative Title:** _____
Authorized Representative Email: _____ **Authorized Representative Phone:** _____

When will your program operate? Beginning (mm/dd) _____ **Ending** (mm/dd) _____ (Between 10/1/2021-6/17/2022)

Hours of Operation: from _____ to _____

Please briefly describe youth enrichment activities at site:
_____
Time meals will be served (See FAQ for more information about meal times):
From: _____ to _____

Do you have any planned days that you will not provide meal service (holidays, staff training dates)? Yes No
If yes, please list here:

Provide your expected number of daily of meals served below:

Monday	Friday
Tuesday	Saturday
Wednesday	Sunday
Thursday	

What age youth does your site serve? _____years to ___years

Sites MUST have refrigeration and dry storage available for snacks. Does your site have adequate, safe food storage? Yes No

Is your site a licensed childcare center? Yes No
If yes, what is the maximum number of children you are licensed for? _____ Please attach copy of license

The site supervisor or other trained staff must be on site during every meal service. Will your site supervisor and all other staff who will be involved in meal service be available for training and a pre-operational site visit prior to the anticipated start date of your program? Yes No

Has your site had a building safety/fire inspection completed within the last year? Yes No
**Note: this inspection is required before meal service can begin. If your site has already had this inspection within the last year, please send the inspection paperwork to OutofSchoolTimeProgram@seattle.gov. If site has NOT had this inspection within the last year, please schedule one with your local fire department prior to program operation.

Do you plan to take the City-funded meals on field trips? Yes No
**If Yes, site staff must communicate field trip date, location, and meal service time at least 24 hrs in advance of planned field trip. Staff trained in ASM operation must serve meals on field trip.
Does site agree to these requirements? Yes No
Do you have any other planned non-operating days? Yes No
If yes, please list here:

FREQUENTLY ASKED QUESTIONS
ABOUT AFTERSCHOOL MEALS PROGRAM (ASM)

Question: When will the Afterschool Meals Program operate?
Answer: Meal service can begin October 3, 2022 and run through June 16, 2023 (the last day of school this year). The Summer Food Service Program will operate from the end of June through the end of August.

Question: What does the Afterschool Meals Program cost my agency?
Answer: ASM is free to agencies that follow the rules and regulations of the program that will be explained in mandatory trainings, program handbook and handouts, and regular visits by OST Coordinator or other staff. Sites are reimbursed for meals and snacks served at on-site that meet all program rules. Agencies will not receive reimbursement for meals/snacks that weren't served in accordance with sponsor, state, and federal program requirements – including but not limited to meals taken off-site, incomplete meals, and meals served by untrained staff. Sites will not receive reimbursement for unserved snacks so it is important to purchase the appropriate amount of food.

Question: How does my site become eligible?
Answer: In order to participate in the ASM, a program/meal site must be located within the attendance zone of a school where 50%+ of students qualify for free or reduced-price school meals. The Office of Superintendent of Public Instruction (OSPI), the agency that administers federal child nutrition programs in Washington, publishes these free/reduced-price meal rates for all schools annually.

Question: Can we serve only snack or must we sign up for supper, too?
Answer: At this time, we are only offering self-prep snack under the Afterschool Meal Program.

Question: What if we do not have refrigeration on site?
Answer: If sites do not have adequate refrigeration, they may still participate in ASM by serving shelf-stable meals. These meals must meet the USDA nutrition standards and have a shelf-life of three to six months.

Question: Can we change the meal service time for teacher in-service days or holidays?
Answer: Sites may have different meal service times on different weekdays (i.e.: if school has early dismissal on Wednesdays, sites may have one service time on Mondays, Tuesdays, Thursdays, and Fridays, and a different service time on Wednesdays). Sites may also adjust their mealtimes for holidays or teacher in-service days.

If you would like to regularly have different mealtimes on different days, please include this information in your site application. You may also reach out to the Out of School Time Meals Coordinator to adjust mealtimes as needed, but you must give us at least 24 hours advance notice.

Question: Do we have to track daily youth attendance for this program?
Answer: Daily attendance is required for ASM. As a sponsor, we must be able to produce a site's daily attendance records as requested by the state agency (OSPI) to verify our claims for meal reimbursement. If your organization already keeps daily attendance records – either on paper or electronically – these records will likely meet the program requirements. If your site needs an attendance form, OST will provide you with one.

Question: Is there a minimum number of children required per meal site?
Answer: We suggest having a minimum of 10 youth per meal site. Sites that are interested in participating in ASM but that are unable to meet this threshold are still encouraged to apply.

Question: Who prepares the meals and snacks?
Answer: At this time, sites are requited to create a calendar menu, as well as, purchase and prepare their own snacks, which must include 2 of the 5 meal components. Self-prep sites are required to meet the nutrition guidelines established by the USDA.

Question: What is required of the Meal Site Supervisor?
Answer: While the meal site supervisor doesn't need to be solely responsible for all aspects of running an after-school meal site, the site supervisor is ultimately responsible for ensuring that all Afterschool Meals rules are followed. These responsibilities include ensuring at least one trained staff person is on-site for the duration of each meal service, creating monthly menus, monitoring food purchasing and daily meal preparation quantities, and completing all required program paperwork correctly and on-time and submitting it on a weekly basis.

Contact OutofSchoolTimeProgram@seattle.gov or call (206)375-1186 with questions about program application or operation.