Your Guide to the Afterschool Meal Program

Maryland Hunger Solutions

Ending hunger and promoting well-being

Acknowledgments

What is the At-Risk Afterschool Meal Program?

The At-Risk Afterschool Meal Program—part of the Child and Adult Care Food Program (CACFP)—provides federal money to reimburse organizations for serving nutritious meals at afterschool programs. Afterschool programs are eligible for federal funding to serve meals if they are located in the area of an elementary, middle or high school in which at least 50 percent of the children qualify for free and reduced-price school meals. The supper can be served at any time during the afterschool program, either at a traditional dinner time or immediately upon students' arrival after school. An afterschool snack also can be served in addition to the meal. The Afterschool Meal Program is funded by the U.S. Department of Agriculture (USDA) and is administered by the Maryland State Department of Education (MSDE).

Why participate in the Afterschool Meal Program?

- *Feed children who might otherwise go hungry*
  Many children in Maryland are not getting the nutrition they need. A recent report by the Food Research and Action Center found that one in five Maryland households with children did not have enough money to buy food that their family needed in 2011.[1] Federal nutrition programs, like the Afterschool Meal Program, provide nutritious meals for children that they may not otherwise have access to and help families stretch limited food budgets. For many children, the Afterschool Meal Program may provide the last complete meal they receive until the next school day.

- *Increase participation in and success of afterschool programs*
  An increasing number of schools, local government agencies, community-based organizations, and religious organizations find that participating in the Afterschool Meal Program helps them strengthen their afterschool programs, better serve their students, and more effectively meet the needs of their communities. Offering a complete nutritious meal (rather than a snack) attracts significantly more children—especially teenagers—into afterschool programs, keeping them engaged in constructive activities. As more and more children spend time in afterschool programs while their parents are working, the Afterschool Meal Program provides the nutrition they need to continue learning and remain engaged and focused throughout the afternoon.

- *Bring more federal funding to Maryland*
  Participation in the Afterschool Meal Program provides programs with a source of sustainable federal funding to serve nutritious food. Participating sites can reallocate the monies that were being spent on food to strengthen programming, hire staff, purchase materials, or offer field trips.

  Funding for the Afterschool Meal Program can add up. For school year 2012-2013, participating sites can receive $3.08 per meal[2] and $0.78 per snack served. An afterschool program serving a meal to 50 children five nights a week during the school year could receive more than $27,000 in federal funding. If a program serves a snack in addition to the meal, the program could receive an extra $7,000.[3]

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[1] FRAC, "Food Hardship in America 2011," February 2012. http://frac.org/pdf/food_hardship_2011_report.pdf
[2] This rate includes the value of USDA foods or cash-in-lieu of USDA foods which institutions receive as additional assistance for each supper served to participants. The 2012-2013 value for commodities is $0.2275. For institutions using USDA foods, the reimbursement rate for supper is $2.86.
[3] Calculations based on the 2012-2013 reimbursement rates.

─── Who can participate in the Afterschool Meal Program? ───

Schools, public agencies, private nonprofit organizations (e.g., Boys and Girls Clubs, community action agencies or churches), and some for-profit organizations with afterschool programs may be eligible for the Afterschool Meal Program.[4] Participating sites must meet the following guidelines:

• Programs must be located in areas served by an elementary, middle, or high school where at least 50 percent of the enrolled children are eligible for free or reduced-priced meals.
• Programs must offer educational or enrichment activities to students, such as homework assistance, tutoring, arts and crafts, computer labs, life skills, or physical activities.
• Programs must serve children who are 18 years or younger at the start of the school year.
• Programs must meet state and local health and safety requirements.

In addition to these eligibility requirements, meals must be served after school hours during the week, on the weekend, or during school breaks (not including summer break) and also must meet USDA nutrition standards. However, schools that operate expanded learning time programs may be eligible to participate in the Afterschool Meal Program.[5] Schools with such programs should contact the Maryland State Department of Education – School and Community Nutrition Programs Branch (MSDE-SCNPB) at 410-767-0214 to determine their eligibility.

SUCCESS STORY

Program: The Boys and Girls Clubs of Annapolis and Anne Arundel County
Sponsor: Maryland Food Bank
Ages Served: 6 - 18
Number of Sites: 6

The Boys and Girls Clubs of Annapolis and Anne Arundel County (BGCAA) has been involved in bettering the lives of youth in the county and providing a place for them to engage in positive and enriching afterschool programming for more than 20 years. The BGCAA has participated in the Summer Food Service Program for years. Having observed the positive impact the nutritious meals have on their youth and families, staff jumped at the chance to offer hot suppers through the Afterschool Meal Program. The BGCAA incorporated the meals as a fundamental piece of its afterschool programming schedule and has had great success.

The BGCAA has six sites in the county, serving more than 300 children a day. Maryland Food Bank operates as the sponsor for the BGCAA sites and contracts with a local vendor to provide hot meals daily to the sites. Each location has two designated staff members and/or volunteers to oversee the meal service, which takes about an hour including clean up. The meals are served at 4:30 p.m. each day, which has now become a regular part of the routine for the youth and something they look forward to.

Not only does the BGCAA offer a safe place in the community for youth to gather after school Monday through Friday, but it also is now able to ensure that a hot, nutritious meal is available every day for its youth as well. Offering meals has helped participation and retention at the centers, as many children have come to depend on the meals being served and remain engaged in the programs as a result. As Martin Blake, Chief Operating Officer for the BGCAA, notes: "it is easier to learn and stay engaged when one is not worried about being hungry."

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[4] Athletic programs that compete in leagues and do not have other activities are ineligible.
[5] "Extended learning time" is a term used to describe schools or school districts that add significantly more school time for academic and enrichment opportunities to improve student achievement – at least one hour longer than the minimum number of school day hours required for the comparable grade levels by the local educational agency in which the school is located (USDA-FNS (8 October 2010). "Eligibility of Expanded Learning Time Programs for Afterschool Snack Service in NSLP and CACFP" (Memo SP 04-2011, CACFP 01-2011). http://www.fns.usda.gov/cnd/Care/Regs-Policy/policymemo/2011/SP-04-2011.pdf.

What is the difference between a sponsor and a site?

Afterschool programs can operate the Afterschool Meal Program themselves or participate under a sponsoring organization—another entity that is eligible to operate the Afterschool Meal Program. For example, a school system, city parks and recreation department, or local food bank may choose to sponsor (operate) the Afterschool Meal Program for afterschool programs in the area.

Sponsors
School systems, local government agencies, and private nonprofit organizations are eligible to operate the Afterschool Meal Program as a sponsoring organization and are called "sponsors." The sponsor takes on the administrative and financial responsibility of operating the Afterschool Meal Program and receives federal reimbursement for meals served. A sponsor can provide meals to children at one or multiple sites in the community. Sponsors are responsible for most of the planning, management, and record-keeping duties related to the Afterschool Meal Program—including training, site visits, collection and reporting of meal counts to MSDE, and providing information about the regulations for food service at each site (see page 5 for more information on becoming a sponsor).

Sites
A "site" is the physical location of the afterschool program where meals are served to children through the Afterschool Meal Program. Programs that do not have the financial or administrative ability to be a sponsor can operate under an approved sponsor as a "site." The staff and/or volunteers at sites receive training from their sponsor and are responsible for supervising activities and meal service, keeping records of meals served, and ensuring food safety.

How does a site receive or prepare the meals?

Afterschool meal sites will need to decide which meal service model will work best for them. The meals can be prepared on site by trained staff and/or volunteers (known as a self-prep site), or can be purchased already prepared from an approved, licensed vendor (known as a vended site). There are advantages and disadvantages to each type of serving model. Sponsors will work with sites to determine which serving model best suits their needs and the children they serve.

Self-Prep
Staff at self-prep sites can buy ingredients and prepare a meal on-site each day, buy already prepared food and reheat it each day, or utilize a combination of the two. Sites that prepare meals must have the capacity to do so safely—usually this means having a commercial-grade kitchen that meets health inspection standards. Sites that reheat prepared foods must also have some capacity for preparation (such as an oven or a microwave). Self-prep sites have more control over the type and variety of food they serve, but they still must follow the federal nutrition guidelines for reimbursement.

Vended
Vended sites have fully prepared meals delivered to them; thus, minimal daily food preparation is necessary at the site and may not be necessary at all depending on the meals provided. Sponsors have the responsibility of finding a vendor for their sites, which requires putting out a bid specifying sites' food and delivery requirements and signing a contract with the lowest bidder (Sponsors can contact MSDE at 410-767-0214 for more specific guidelines and information about acquiring a vendor). However, if the vendor is a public school food service department, the

contract does not require additional bids. See Appendix A for vendors used by Afterschool Meal Program sponsors in Maryland in previous years.

── How are the costs of the meals covered? ──

Meals provided through the Afterschool Meal Program are reimbursed by the federal government (USDA) via MSDE-SCNPB. Sites work with their sponsor agency to determine an appropriate daily count for meal orders based on enrollment and anticipated participation, but sites do not have any other financial responsibility when operating the program. Sponsors are responsible for submitting claims forms at the end of every month to MSDE for reimbursable meals served at each of their sites. MSDE will then provide the sponsor with payment for the number of claimed meals served.

2012-2013 REIMBURSEMENT RATES	
Supper	$3.08*
Snack	$0.78

* This rate includes the value of USDA foods or cash-in-lieu of USDA foods which institutions receive as additional assistance for each supper served to participants. The 2012-2013 value for commodities is $0.2275. For institutions using USDA foods, the reimbursement rate for supper is $2.86.

SUCCESS STORY

Program: 21st Century Community Learning Centers
Sponsor: Allegany County Human Resources Development Commission
Grades Served: Elementary and Middle School
Number of Sites: 6

The 21st Century Community Learning Centers (CCLC) MSAFE and SAFE Programs are operated by the Allegany County Board of Education. The Programs are offered at six schools in the County, and reach more than 400 children each day. With more than 53 percent of schoolchildren eligible for free and reduced-price meals in the county, Allegany County Board of Education and the 21st CCLCs have used the Afterschool Meal Program as an opportunity to simultaneously respond to the nutritional and academic needs of their students.

The 21st CCLC MSAFE and SAFE Programs afterschool meal sites are sponsored by the Allegany County Human Resources Development Commission (HRDC), which is the community action agency for the county. Hot, nutritious meals are prepared at HRDC's central kitchen every day and are delivered by their staff to the six school sites just before programming begins. All meals meet the required USDA nutrition guidelines and are individually packaged, which makes distribution and tracking of meals served easier for on-site school staff. To keep food waste to a minimum, site leaders notify HRDC of the number of students attending afterschool programming each day by 11 a.m.

While schedules can be tight for afterschool programs, the MSAFE and SAFE program staff have been able to work the meals in by serving them when the children first arrive for the program while attendance is being taken and during homework time. Two to three staff members at each site oversee meal service, which takes about 20 minutes and includes clean-up. The most important thing is that the children love the meals they receive. Staff for each program are happy that the healthy meals expose students to a variety of different entrees, fruits and vegetables that they may not otherwise try. The hot supper also helps to keep the kids active and engaged in the programming offered at the site, ultimately helping their academic performance in school.

──── Sponsoring the Afterschool Meal Program ────

In order to operate the Afterschool Meal Program, the school, local government agency, or private nonprofit organization serving as the sponsor must be fully capable of managing a food service program, following regulations, and maintaining financial and administrative responsibility for the running of one or more programs. Responsibilities include:

- Attending the MSDE-SCNPB training sessions
- Hiring, training, and supervising staff
- Arranging for meals to be prepared or delivered
- Monitoring sites
- Preparing claims for reimbursement
- Locating eligible sites (if serving multiple afterschool programs)

Maryland Hunger Solutions can provide technical assistance for organizations interested in becoming a sponsor by locating areas of eligibility and identifying potential eligible program sites within the service area of the potential sponsor. Contact Maryland Hunger Solutions at 410-528-0021 ext. 27 for more information.

──── Applying to Sponsor the Afterschool Meal Program ────

1) Contact the Maryland State Department of Education

Interested schools, local government agencies, and private nonprofit organizations should first contact the MSDE-SCNPB at 410-767-0214 to determine their initial eligibility for the program. If the interested organization is eligible, MSDE-SCNPB staff will invite them to attend a mandatory orientation. MSDE staff will ask you the following questions to help determine your program's eligibility:

- Is your program located in an area that has been determined area eligible? (*If you are unsure, MSDE-SCNPB staff is able to make the determination during the phone call.*)
- What sort of programming do you offer (e.g., tutoring, arts and crafts)?
- What ages do you serve?
- Where does your program meet (e.g., school, community center, church)?

2) Attend Mandatory Orientation & Training Session

MSDE staff provides the orientation and training needed to operate the Afterschool Meal Program. They further discuss program application and delivery requirements, including meal pattern and reporting requirements. The sessions typically last two hours and include a review of all the applications, reporting forms, and additional materials necessary for running your program.

Trainings are conducted throughout the year and are held at the Maryland State Department of Education Headquarters at 200 West Baltimore Street in Baltimore, Maryland.

3) Submit Application to MSDE

Following the training, you should complete and submit an application to MSDE-SCNPB. If you are serving multiple sites (afterschool programs), it is helpful to have identified all the sites at the time of the application, though additional sites can be added at any time during the school year.

Completing the application is relatively straightforward, and interested afterschool programs and sponsors have six months to submit a completed application after attending the orientation and training session. MSDE-SCNPB will review and make a determination of approval within 30 days of the application's submission. If the program is already in operation, potential Afterschool Meal Program sites and sponsors are urged to begin the process as soon as possible to ensure that as many meals as possible will be reimbursed.

4) Pre-Approval Site Visit

After your application has been reviewed and provisionally accepted, MSDE will visit your afterschool site(s) to ensure that record keeping and meal distribution meet requirements. MSDE will either approve the site(s) or ask the sponsor to make changes to meet requirements before the site(s) is approved to receive meal reimbursements.

5) Approval

Once a meal site is approved, MSDE will assign the location an institution number. You will be notified of the approved sites and can begin claiming meals for reimbursement immediately.

6) Review Process

During the first year of operation and once every three years thereafter, MSDE will conduct one unannounced compliance review of the site and its records to ensure requirements are being met. If the inspectors observe any compliance issues, the site will be notified and required to make the appropriate changes in order to continue receiving meal reimbursements.

—— Becoming an Afterschool Meal Program Site ——

If your organization does not have the financial or administrative ability to be a sponsor but operates afterschool program sites in eligible areas, you could become an Afterschool Meal Program site by locating a sponsor. As a sponsored site, you will be responsible for:

- Attending your sponsor's annual training session
- Supervising activities and meal service at your site
- Distributing meals in accordance with CACFP guidelines
- Keeping daily records of meals served
- Storing food appropriately
- Keeping the site clean and sanitary

For more information about becoming a site or locating a sponsor, you can:
- Contact the MSDE-SCNPB at 410-767-0214
- Contact Maryland Hunger Solutions at 410-528-0021 ext. 27

APPENDIX A
Vendors

The following vendors have provided services to Afterschool Meal Program sponsors in Maryland in previous years. In addition to the companies listed below, sponsors can seek out other vendors and may, in some cases, be able to contract with local school districts to provide meals to afterschool programs. Contact your county's Food and Nutrition Services Director for more information; contact information is located in Appendix C.

Maryland Hunger Solutions and the Maryland State Department of Education do not endorse or recommend any of these companies.

Black Tie Caterers 2200 N. Monroe Street Baltimore, MD 21217 410-669-3500 blacktiecaterers@aol.com www.blacktiecaterers.com *Areas Served: Baltimore City*	**Business Food Solutions** 1 Azar Court Baltimore, MD 21227 410-536-4956 www.businessfoodsolutions.com *Areas Served: Baltimore City, Howard, Harford, Frederick, Anne Arundel, Baltimore, Carroll Counties*
Charm City Caterers 600 W. North Avenue Baltimore, MD 21217 410-669-9240 www.charmcitycaterers.com *Areas Served: Baltimore-DC Metro Area*	**Global Nutrition** 5405 Broadwater Lane Clarksville, MD 21029 443-415-4159 Benyameens@aol.com *Areas Served: Statewide*
Good Food Company 2625 Wilson Boulevard Arlington, VA 22201 703-527-2095 www.goodfoodco.com *Areas Served: Baltimore-DC Metro Area*	**KidzTable** 2812 Reisterstown Road Baltimore, MD 21215 410-225-9997 www.kidztable.com *Areas Served: Greater Baltimore Area*
Overlea Caterers 6809 Belair Road Baltimore, MD 21206 410-668-6060 www.overleacaterers.org *Areas Served: Statewide*	**Tomorrow's Caterers** 7598 Commerce Lane Clinton, MD 20735-1321 301-297-7227 www.tomorrowscaterers.com *Areas Served: DC Metro Area (Prince George's, Montgomery, Anne Arundel, Charles, St. Mary's Counties)*

APPENDIX B
Meal Pattern Requirements & Sample Menus

Afterschool Meal Pattern Requirements[6]

MEAL	1-2 YEARS	3-5 YEARS	6-18 YEARS[7]
1 Milk 　Fluid Milk[8]	½ cup	¾ cup	1 cup
2 Fruits/Vegetables 　Juice,[9] fruit and/or vegetable	¼ cup	½ cup	¾ cup
1 Meat/Meat Alternate 　Meat/poultry/fish[10] OR	1 ounce	1 ½ ounces	2 ounces
Alternate protein product OR	1 ounce	1 ½ ounces	2 ounces
Cheese OR	1 ounce	1 ½ ounces	2 ounces
Large Egg OR	½ egg	¾ egg	1 egg
Cooked dry beans/peas OR	¼ cup	⅜ cup	½ cup
Peanut or other nut or seed butters OR	2 tbsp.	3 tbsp.	4 tbsp.
Nuts and/or seeds[11] OR	½ ounce	¾ ounce	1 ounce
Yogurt[12]	4 ounces	6 ounces	8 ounces
1 Grains/Bread[13] 　Bread OR	½ slice	½ slice	1 slice
Cornbread/biscuit/roll/muffin OR	½ serving	½ serving	1 serving
Cold dry cereal OR	¼ cup	⅓ cup	¾ cup
Hot cooked cereal OR	¼ cup	¼ cup	½ cup
Pasta/Noodles/Grains	¼ cup	¼ cup	½ cup

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[6] USDA CACFP Meal Pattern Requirements, http://www.fns.usda.gov/cnd/care/programbasics/meals/meal_patterns.htm

[7] Children age 12 and older may be served larger portions based on their greater food needs. They may not be served less than minimum quantities listed in this column.

[8] MSDE recommends children over age two receive low-fat (1%) or fat-free (skim) milk.

[9] Fruit or vegetable juice must be full-strength.

[10] A serving consists of the edible portion of cooked lean meat, poultry or fish.

[11] Nuts and seeds may meet only one-half of the total meat/meat alternate serving and must be combined with another meat/meat alternate to fulfill the supper requirement.

[12] Yogurt may be plain or flavored, unsweetened or sweetened.

[13] Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.

Meal Pattern Requirements & Sample Menus

Below are sample menus to provide sponsors with ideas and suggestions to improve nutritional quality and/or meal variety. See the meal pattern guidelines above to determine age-appropriate serving sizes. Please note that all menu cycles must be approved by the administering state agency (MSDE).

Sample Menus

Day 1	Day 2	Day 3	Day 4	Day 5
Turkey and Cheese Sandwich on Whole Grain Bread Carrot Sticks Peaches 1% or Skim Milk	Chicken & Vegetable Noodle Soup Yogurt Strawberries 1% or Skim Milk	Beef and Cheese Pizza Applesauce Orange 1% or Skim Milk	Chicken Soft Tacos with Shredded Cheese Salad Tomatoes 1% or Skim Milk	Grilled Cheese on Wheat Bread Tomato Soup Fruit Cocktail 1% or Skim Milk
Baked Chicken Whole Wheat Pretzels or Whole Wheat Roll Broccoli Salad Grapes 1% or Skim Milk	Whole Wheat Rotini Pasta w/Italian Meat Sauce Seasoned Whole Kernel Corn Fresh Nectarine 1% or Skim Milk	Grilled Cheese Sandwich on Whole Wheat Bread Tomato Soup or Baby Carrots Apple Slices Low-fat Oatmeal Raisin Cookie 1% or Skim Milk	Nacho Salad with Taco Meat, Shredded Cheese, Baked Tortilla Rounds, Kidney Beans, Shredded Lettuce Red Gold Salsa Fresh Peach 1% or Skim Milk	Vegetable Brown Rice Salad Skim Cheese Stick and Sunflower Seeds Cucumber Slices Raisins or Chilled Applesauce 1% or Skim Milk

Additional sample menus can be found on FRAC's website at http://bit.ly/SFH1DS.

APPENDIX C
Maryland Food & Nutrition Services Directors

SCHOOL SYSTEM	ADDRESS	E-MAIL	PHONE #	FAX #	SUPERVISOR/TITLE
01 BOE of Allegany Co.	P.O. Box 1724, Cumberland, MD 21502-1724 or F&NS, Rear-211 Market St., 2nd Floor, Cumberland, MD 21502	Todd.lutton@acps.k12.md.us (linda.kalbaugh@acps.k12.md.us)	(301) 722-0636	(301) 876-9208	Todd Lutton, Assistant Supervisor of FNS
02 Anne Arundel Co. PS	2666 Riva Rd., Annapolis, MD 21401	jrisse@aacps.org	(410) 222-5900	(410) 222-5920	Jodi Risse, Supervisor of FNS
30 Baltimore City PS	200 E. North Ave., Baltimore, MD 21202	eamarchetta@bcps.k12.md.us vdelapaz@bcps.k12.md.us	(410) 396-8745	(410) 396-8724	VACANT, Managing Director, Food and Nutrition
03 Baltimore Co. PS	1946-R Greenspring Dr, Timonium, MD 21093	food@bcps.org	(410) 887-7862	(410) 887-7887	Karen Levenstein, Director of FNS
04 Calvert Co. PS	305 Dares Beach Rd., Prince Frederick, MD 20678	knoded@calvertnet.k12.md.us	(410) 535-7228	(410) 535-7298	Donald Knode, Food Service Coordinator
05 Caroline Co. PS	414 Gay St., Denton, MD 21629	amanda_brewster@mail.cl.k12.md.us	(410) 479-3261	(410) 479-3255	Amanda (Beth) Brewster, Food Service Coordinator
06 Carroll Co. PS	125 N. Court St., Westminster, MD 21157	krsarno@carrollk12.org	(410) 751-3041	(410) 751-3166	Karen Sarno, Supervisor of Food Service
07 Cecil Co. PS	801 Elkton Blvd, Elkton, MD 21921	kthomas@ccps.org	(410) 996-5410	(410) 996-5006	Kathy Thomas, Supervisor, F&N Department
08 Charles Co. PS	P.O. Box 2770 La Plata, MD 20646 5985 Radio Station Road, La Plata, MD 20646	csopher@ccboe.com wkreuter@ccboe.com	(301) 392-5572 (301) 392-5573	(301) 392-5579	Crystal Sopher & William Kreuter Supervisor of Food Service
09 Dorchester Co. BOE	700 Glasgow St., Cambridge, MD 21613	phillipsr@dcpsmd.org	(410) 221-1111 Ex. 1016	(410) 228-1847	Robin Phillips, Food Services Manager
10 Frederick Co. BOE	33 Thomas Johnson Drive, Frederick, MD 21702	judith.gordon@fcps.org; katherine.trivelli@fcps.org	(301) 644-5061	(301) 644-5071	Judith Feola Gordon, Food Service Manager
11 Garrett Co. BOE	40 S. 2nd St, Oakland, MD 21550	sgermain@ga.k12.md.us	(301) 334-8917	(301) 334-7621	Scott Germain, FNS Program Manager
12 Harford Co. PS	101 Industry Ln, Forest Hill, MD 21050	gary.childress@hcps.org	(410) 638-4078	(410) 638-4201	Gary Childress, Supervisor of FNS
13 Howard Co. PS*	10910 Route 108, Ellicott City, MD 21042	Mary_Klatko@hcpss.org	(410) 313-6738	(410) 313-6737	Mary Klatko, Food and Nutrition Service Director
14 Kent Co. PS	5608 Boundary Ave., Rock Hall, MD 21661	mekalmanowicz@kent.k12.md.us	(410) 778-7127	(410) 778-1705	Margaret Ellen Kalmanowicz, Supervisor Transportation & FS

Maryland Food & Nutrition Services Directors

SCHOOL SYSTEM	ADDRESS	E-MAIL	PHONE #	FAX #	SUPERVISOR/TITLE
15 Montgomery Co. PS	16644 Crabbs Branch Way, Rockville, MD 20855	Marla_R_Caplon@mcpsmd.org Copy (Kate_Heinrich@mcpsmd.org)	(301) 840-8170	(301) 840-4658	Marla R. Caplon, Director, FNS
16 Prince George's Co. PS	13300 Old Marlboro Pike, Upper Marlboro, MD 20772	jshorter@pgcps.org	(301) 952-6580	(301) 952-6714	Joan Shorter, Director, FNS
17 Queen Anne's Co. BOE	202 Chesterfield Ave., Centreville, MD 21617	toni.schelts@qacps.org	(410) 758-2403 Ex.106	(410) 758-8200	Toni L. Schelts, Coordinator of Sup't Serv.
18 St. Mary's Co. PS	27190 Point Lookout Rd., Loveville, MD 20656	lmjones@smcps.org	(301) 475-4256 Ext. 5	(301) 475-4207	Louis M. "Mike" Jones, Supervisor of Food Services
19 Somerset Co. PS	7982-A Tawes Campus Drive, Westover, MD 21871	hriggins@somerset.k12.md.us	(410) 621-6265	(410) 651-2931 (651 is correct)	Helen Riggins, Head Manager, Food Service
20 Talbot Co. PS	P.O. Box 1029, 12 Magnolia St., Easton, MD 21601	wmengel@tcps.k12.md.us	(410) 822-9528	(410) 820-4260	William(Bill) Mengel, FS Manager
21 Washington Co. BOE	P.O. Box 730, Hagerstown, MD 21741 820 Commonwealth Ave., Hagerstown, MD 21740	prouljef@wcboe.k12.md.us	(301) 766-2893	(301) 766-8738	Jeffrey Proulx, Supervisor of FNS
22 Wicomico Co. BOE	101 Long Ave., P.O. Box 1538, Salisbury, MD 21802-1538	egoslee@wcboe.org	(410) 677-4545	(410) 677-5804	Eric Goslee, Supervisor of FNS
23 Worcester Co. BOE	6270 Worcester Highway, Newark, MD 21841	DSBlackburn@mail.worcester.k12.md.us	(410) 632-5015	(410) 632-5028	Scott Blackburn, FNS Coordinator
32 SEED School	200 Font Hill Avenue, Baltimore, MD 21223	stan@seedschoolmd.org joann@seedschoolmd.org	(410) 843-9477	(410) 843-9496	Stan Estremesky, Managing Director

APPENDIX D

Technical Assistance and Support

- Maryland State Department of Education, School and Community Nutrition Programs Branch │ 410.767.0214 │ www.eatsmartmaryland.org
- Maryland Hunger Solutions │ 410.528.0021 ext. 27 │ vzeender@mdhungersolutions.org │ www.mdhungersolutions.org

Additional Resources & Marketing Materials

- USDA Child and Adult Care Food Program: Afterschool Meals │ http://www.fns.usda.gov/ cnd/care/SupperFaqs.htm
- FRAC Afterschool Meal Program Standards of Excellence │http://frac.org/federal-foodnutrition-programs/afterschool-programs/standards-of-excellence/
  FRAC: Moving from an Afterschool Snack to a Meal. It's Easier Than You Think! │http://frac.org/ newsite/wp-content/uploads/2009/09/moving_snack_to_meal.pdf

Partners & Contacts

- Maryland State Department of Education School and Community Nutrition Programs Branch │www.EatSmartMaryland.org
- Governor's Office for Children and Share Our Strength – Partnership to End Childhood Hunger in Maryland │ www.nokidhungrymd.org
- Maryland Out of School Time Network – Resources for Developing Quality Afterschool Programs │ www.mdoutofschooltime.org

www.mdhungersolutions.org