

SCHOOLS AS NUTRITION HUBS: AFTERSCHOOL SUPPER PROGRAM

SAMPLE TIMELINE

Location

Montgomery County, Maryland

Anticipated Start Date

January 1, 2015

Program Goal

To start the Afterschool Supper Program in all qualifying schools by January 1, 2015.

Step A: Thinking and Researching About A New Program

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	Responsible Person	Deadline	Notes
Read about the program.	School Nutrition Director	September 1, 2014	
Review statistics about hungry children in Montgomery County.	School Nutrition Director	September 1, 2014	

Step B: Identifying and Recruiting Sites, Building Stakeholder Support

Objective

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

Task	Responsible Person	Deadline	Notes
Identify eligible schools by listing out all of the schools with FARM % rate of 50 or more.	Admin staff	September 15, 2014	Want to start with school sites before I look into community sites.
Send a letter to the principals of all schools with 50% or more FARM % and ask if they are interested in the supper program.	School Nutrition Director	October 1, 2014	Make sure these principals understand the criteria and are running afterschool programs. Have them reach out to me. I should reach out to the principals I know well first. I need the letter for the principals to be brief. It should include the what, the why, the how, and what's in it for stakeholders.
Talk with area supervisors and have them put out the word that we are considering starting the afterschool supper program.	School Nutrition Director	October 1, 2014	Be sure to point out that this is good for kids. Talk about the potential increase in hours and revenue. Chance to empower my staff.
Start to think about the model for delivering afterschool supper.	School Nutrition Director/ Staff	October 15, 2014	Let's start small with cold bag meals for now to mitigate risk. Then review and make changes after implementation.

Step C: Planning Program Details and Logistics

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

Task	Staff	Deadline	Notes
Create a form with specific program information I need to collect and send out to potential sites to fill out.	School Nutrition Director	November 1, 2014	This should include school name, program hours, service time expectation, # of children enrolled, start and end date, and contact person.
Establish a way for the principals to fill out the form and return information as well as identifying point person for that school for the program.	School Nutrition Director	November 1, 2014	
Create training packet to describe the proposed program so you can discuss and finalize decisions.	Area Supervisor/Admin	November 15, 2014	This should include the program logistics like menu, ordering, and meal delivery. Be sure to communicate final decisions with school nutrition staff.
Set up meeting with program staff at potential site (s).	Area Supervisor	November 22, 2014	
Determine start date	Area Supervisor	November 22, 2014	
Reach out to state agency about start date and application	School Nutrition Director	December 1, 2014	
Confirm logistical plans with area supervisors and confirm that sites are ready for meal preparation, delivery, and service	School Nutrition Director	December 10, 2014	Be sure that appropriate and sufficient equipment and food has been ordered.
Train program staff	Area Supervisor	December 15, 2014	Training must include: introduction of program, program requirements, logistics of service, what do to with leftover meals, how to report service, etc.) Ensure that your food service staff in that school have a clear understanding of the program logistics (understand back of the house).

Step D: Initiating Program Implementation

Objective

To start program service while continuing to provide on the job training and make adjustments to original implementation plan.

Task	Responsible Person	Deadline	Notes
Start program	School Nutrition Director	January 5, 2015	
Send staff to monitor for the first week	School Nutrition Director	January 19, 2015	Be sure school nutrition leadership is present at start of program

Step E: Monitoring Program Progress

Objective

To monitor and make adjustments to program.

Task	Responsible Person	Deadline	Notes
Interview stakeholders	School Nutrition Director	On-going	
Review KPIs: MPLH, # of Meals	School Nutrition Director	On-going	