



Feeding Our Kids

Addendum to Program Manual

Fall 2020

Due to the COVID-19 outbreak and its impact on school operations, Feeding Our Kids will be adjusting various aspects of our operations. The overall program manual will not be updated due to the temporary and rapidly changing nature of the current circumstances. Instead, this addendum will address any updates and changes for the fall semester of 2020, and potentially spring of 2021.

Delivery Schedule to Schools

These are schools where the social workers and/or school staff will be in charge of distributing the bags directly to individual children, most likely during in-person instruction days.

Food bags will be **delivered to schools on Wednesday** mornings (unless other specific arrangements are made). These school deliveries will still occur on a 2-week cycle. The difference being that instead of all schools receiving deliveries the same week, delivery weeks will alternate between the Champaign-Urbana schools and the outlying schools.

It would be appreciated if there is a school staff member, possibly with a cart or dolly, that can help our delivery volunteers unload the bins from their vehicle. Additionally, our delivery volunteers need to be aware of any procedures specific to your school (masks, temperature checks, leaving bins outside doors, etc.) so they can plan accordingly. Please describe these delivery procedures in the "School Update Form" discussed below.

Deliveries to District Meal Distribution Sites

For the sites that are doing drive-thru or similar meal distribution, food bags will be delivered weekly, likely in labeled disposable trash bags. The day of delivery and the process for food bag distribution will be worked out between Feeding Our Kids and the district food service representatives.

Some type of sign or similar for Feeding Our Kids families might be necessary for families to receive the bags when picking up their school meals. These specifics will also be coordinated with the district food services, and then further instructions will be given to the FOK school coordinators in the district.

Home Deliveries

In Champaign, and possibly Urbana, for families that are doing remote learning while also unable to pick up meals from the meal distribution sites, Feeding Our Kids may be able to do anonymous home deliveries.

If you identify any families that may need home delivery, contact the FOK Executive Director to begin the process, which is outlined here:

- To protect data, unique FOK ID numbers will be given to the social worker.
- The social worker will assign numbers to the individual families, and provide the family their unique FOK ID number
- The families will then contact Feeding Our Kids directly via a special phone number to provide their ID number, the number of bags they need, and the address
- Food bags will be delivered by district approved volunteers on Friday or Saturday morning

Parental Consent

Due to the extreme difficulty in sending out and collecting signed consent form for FOK participation at this time, especially for children doing remote learning, instead consent can be obtained by phone, email, or some other method of communication.

A spreadsheet template for the information normally gathered with the consent forms will be provided to the schools by Feeding Our Kids.

Do NOT send this information to Feeding Our Kids. These are for your school's records in the event that parental consent and information need to be proven.

Identifying Children to Receive Bags

Reminder that being eligible for free & reduced lunch does not automatically qualify a child to receive a Feeding Our Kids bag, as these bags should be going to the children most desperately in need. Also, especially given the economic situation, some families that may not yet qualify for free/reduced lunch, could suddenly find themselves in need of assistance like Feeding Our Kids.

Common signs of food insecurity are listed in the program guide, but as stated before, identifying children is at the discretion of school program coordinator.

Please work with teachers on determining ways to try and identify children that are learning remotely who may need food bags, as the signs won't be as obvious as during in-person instruction.

Updating Numbers (School Update Form)

As before, when ever new children or identified, or if children no longer need the bags, you can update your school's numbers using the form on the Partner School Portal at www.FeedingOurKids.org

The forms will be slightly different this year to account for the new procedures. There is one space for you to indicate how many bags you need delivered to your school site. These are the bags that you (or another member of school staff) will be in charge of distributing. There will be another space for you to indicate the number of children that need bags, and their families will be picking up from a district meal distribution center. And finally, only for Champaign, and possibly Urbana, schools, the number of bags needed for home delivery. Indicate the current number for all three spaces, even if the number is only being updated for one of them.

Additionally, as part of this will be a space for you to describe the delivery process at your school.

Please submit your Numbers Update Form by the Friday before your next scheduled delivery.

Remember that submitting a request to increase numbers does not guarantee that you will receive the new amount of bags. Increase requests are subject to approval by the Executive Director, and possibly the Board of Directors.

Dietary Restrictions

All bags going to meal distribution sites and home delivery will be nut-free.

Bags going to specific school sites for in-person distribution may contain nuts or items that may include nuts (unless a nut-free school). For students with nut allergies, nut-free bags will be included with a zip-tie. Other dietary restrictions are the responsibility of the school program coordinator to make substitutions. Potential substitute items will be provided separately.

To help with identifying possible restricted items, menus of bag contents will be available on the Partner School Portal.

Siblings

If a child has siblings at another school, and you are signing up that family for either home delivery or pick-up at a meal distribution site, please coordinate with that school's social worker or FOK Program Coordinator so that the family is not being recorded twice.