Your Guide to the Afterschool Meal Program

Maryland Hunger Solutions

Ending hunger and promoting well-being
Acknowledgments

Maryland Hunger Solutions’ work on the Afterschool Meal Program in Maryland is generously supported by Kaiser Permanente. Maryland Hunger Solutions also gratefully acknowledges the support of the Abell Foundation, Baltimore Community Foundation, Annie E. Casey Foundation, Consumer Health Foundation, MAZON: A Jewish Response to Hunger, Moriah Fund, Morningstar Foundation, Share Our Strength, and the Walmart Foundation.
What is the Afterschool Meal Program?

The 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. Maryland is one of only thirteen states and the District of Columbia that operate this important meal program. Afterschool programs are eligible for federal funding to serve meals if they are located in an area in which at least 50 percent of the children are qualified 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.

Why participate in the 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 2008–2009. Families rely on federal nutrition programs, like the Afterschool Meal Program, for nutritious meals for their children that they may not be able to afford. For many children, the Afterschool Meal Program may be 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 hire staff, purchase materials, or offer field trips.

Funding for the Afterschool Meal Program can add up. For school year 2010–2011, participating sites receive $2.88 per meal and $0.74 per snack served. An afterschool program serving a meal to 50 children five nights a week during the school year could receive more than $25,000 in federal funding. If a program serves a snack in addition to the meal, the program could receive an extra $6,400.¹

¹ Calculations based on the 2009-2010 reimbursement rate.
South Hagerstown High School, one of the largest high schools in Washington County, began providing meals to students participating in afterschool programs in October 2010. With well over half of the school’s student population eligible for free and reduced-priced meals, Washington County’s Supervisor for Food and Nutrition Services and the school principal have used the Afterschool Meal Program as an opportunity to simultaneously respond to the nutritional and academic needs of their students.

At South Hagerstown High School, every student receiving homework help, tutoring, or participating in an enrichment program is offered a meal after school, regardless of whether its run by school staff or a nonprofit program provider (e.g., Boys & Girls Club). The school’s food service staff prepares the afterschool meals in the morning along with breakfast to maximize staff time and reduce the labor costs associated with running the program. The meals are then stored in refrigerator, located in the faculty lounge, that is specifically set aside for the meal program. After school lets out, teachers and afterschool program operators pick up the meals needed for that day and distribute them to students. Afterwards they return empty food storage and milk coolers to the cafeteria along with the meal tally for food service record keeping. Because the number of children participating changes each day, food service staff have found that serving a cold meal reduces waste and lowers costs because unused items can be used at a later date, if they remain unopened and properly refrigerated. By allowing any afterschool program held in the school to receive meals prepared by the Washington County Food and Nutrition Service, the school system is able to manage the majority of the administrative requirements of the program. This leaves afterschool service providers with more time to work with students and reduces program administration errors and increases program efficiency.

Teachers at South Hagerstown High School are pleased with the Afterschool Meal Program and have seen an increased number of students staying afterschool receiving additional educational supports who may not have otherwise stayed.
Who can participate in the Meal Program?

Schools, public agencies, private nonprofit organizations (e.g., Boys and Girls Clubs or a community action agency), and some for-profit organizations with afterschool programs may be eligible for the Meal Program\(^2\). 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, weekend, or during school breaks (not including summer break) and also must meet USDA nutrition standards. However, schools that operate expanded learning time programs\(^3\) may be eligible to participate in the Afterschool Meal Program. Schools with such programs should contact the Maryland State Department of Education – School and Community Nutrition Programs Branch (MSDE-SCNPB) at 410-767-02014 to determine their eligibility.

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.

Nutritional Guidelines

All suppers served through the Afterschool Meal Program must meet USDA nutritional guidelines and include a serving of milk, two servings of fruits and/or vegetables, a serving of grains, and a serving of protein.

A supper can be hot or cold and as simple as a ham sandwich, cucumber slices, apple, and a carton of low-fat milk.

MSDE-SCNPB can provide afterschool programs with additional information about the nutrition guidelines and help them plan menus that meet the USDA requirements. See Appendix B for sample meal menus and meal pattern requirements.

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\(^2\) Athletic programs that compete in leagues and do not have other activities are ineligible.

\(^3\) “Expanded 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.
—Running the Afterschool Meal Program—

In order to run the Afterschool Meal Program, the school, local government agency, or private nonprofit organization 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)

—Application Process for 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 includes 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, contact the MSDE-SCNPB at 410-767-0214.
Success Story

Sponsor: Family League of Baltimore City, Maryland—Providing Support and Meals to Over 100 Afterschool Programs

Overcoming Program Challenges

Some afterschool programs do not have the administrative capacity to operate the Afterschool Meal Program due to limited staff. In addition, some afterschool programs find it difficult to cover their meal expenses up-front and then submit their paperwork for reimbursement. It is important to note that many afterschool programs do participate in the Afterschool Meal Program on their own, but a large nonprofit organization, school, or local government agency can make it easier for afterschool programs to participate by sponsoring the Afterschool Meal Program at eligible afterschool programs throughout the community.

Successful Practices

The Family League of Baltimore City takes on the responsibility of administering (commonly called sponsoring) the Afterschool Meal Program for over 100 small afterschool programs throughout Baltimore City and provides the afterschool programs with healthy vended meals, allowing them to serve 7,000 children and teens.

How the Family League of Baltimore runs a successful program

• The Family League manages much of the paperwork and administrative responsibilities for the afterschool programs.
• The Family League assists afterschool programs with the site application process for the Afterschool Meal Program.
• As a sponsor, the Family League offers a training every six months to teach the afterschool program staff to run a successful site and manage the site paperwork, such as the meal count.
• The Family League secured the contract to work with the vendor, Business Food Solutions, which provides nutritious meals to all participating programs.
• The meals are delivered to each organization in time for the afterschool meal.

Positive Outcomes

• Since the Afterschool Meal Program began, afterschool programs have seen an increase in the number of participating children and teens.
• The support provided by the Family League enables afterschool programs to focus on programming.

For more information about the Family League of Baltimore, Maryland, visit www.flbcinc.org.
Self-Preparation or Vended Meals

Afterschool meal sites can prepare food themselves (and be known as a self-prep site), or purchase already-prepared food from a vendor (and be a vended site). There are advantages and disadvantages to each type of serving model.

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 elect to prepare meals must have the capacity to do so safely—usually this means having a kitchen that meets health inspection standards (e.g., a commercial grade kitchen). 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 their sites, thus little if any daily food preparation is necessary. Sponsors of vended sites must find a vendor by putting out a bid specifying the sites’ food and delivery requirements and signing a contract with the lowest bidder (Maryland State Department of Education can give you more specific guidelines and information about acquiring a vendor). However, depending on the vendor, these sites might not be able to include as much variety into their meals as a self-prep site, and might be less flexible with the timing of their meals. Additionally, it might be difficult for small sites with fewer children to find an affordable vendor who will deliver meals each day. Sponsors with multiple sites serve many more children, and might negotiate a contract with a vendor more easily. See Appendix A for Maryland-based vendors used by sponsors of the Afterschool Meal Program in previous years.
Success Story

Site: Queenstown Community Center
Sponsor: Capital Area Food Bank
Grades Served: Kindergarten–8
Enrollment: 30
Free/Reduced: 83.7 percent

Queenstown Community Center in Prince George’s County is located in an apartment complex managed by the Edgewood Management Corporation. The corporation manages conventional, tax credit, and federally assisted properties all over the Washington D.C. metropolitan area. They provide not only housing but also enrichment programs and services through on-site community centers. For almost ten years, the Queenstown Community Center has offered a variety of programs to their residents—including an afterschool program that provides school-aged residents with enrichment activities and meals. Most student residents of the center attend Thomas Stone Elementary School, a Prince George’s County public school where more than 83 percent of the student population were eligible for free or reduced-priced meals in 2009. In addition to the daily lessons, the center provides nutrition education, tutoring, life skills, computer training, arts and crafts, and special community service events. During the school year, these activities are all provided at no cost to participants.

The afterschool program is open Monday through Friday and is run by a dedicated site director and program coordinator. Each day, the center’s 30 children are greeted with a meal and an educational lesson that incorporates the week’s theme. Capital Area Food Bank delivers ingredients each week to the center from its pantry and meals are prepared daily on site.

Funding and resources for Edgewood’s community programs come from grants and partnerships, including the Capital Area Food Bank’s Kids Cafe® (a Feeding America program), Mid City Financial, Queenstown Apartments, and Edgewood Management Division of Community Services. By participating in these programs, Queenstown is able to continuously provide nutritious snacks and meals to their participants and can focus their other funds on providing quality enrichment activities to their residents.
## 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 also develop contracts with local school districts that can 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.*

<table>
<thead>
<tr>
<th>Ambrosia Caterers</th>
<th>Black Tie Caterers</th>
<th>Business Food Solutions</th>
</tr>
</thead>
</table>
| 1810 Cherry Hill Road  
Baltimore, MD 21230  
410-522-7100 | 2200 N. Monroe Street  
Baltimore, MD 21217  
410-669-3500  
blacktiecaterers@aol.com  
www.blacktiecaterers.com | 1 Azar Court  
Baltimore, MD 21227  
410-536-4956  
contactus@businessfoodssolutions.com  
www.businessfoodssolutions.com |

**Areas Served:** Baltimore City

<table>
<thead>
<tr>
<th>Charm City Caterers</th>
<th>Delight Menus</th>
<th>Global Nutrition</th>
</tr>
</thead>
</table>
| 600 W. North Avenue  
Baltimore, MD 21217  
410-669-9240  
www.charmcitycaterers.com | Bethlehem Steel, Suite 2  
Sparrows Point, MD 21219  
410-477-0770 | 5405 Broadwater Lane  
Clarksdale, MD 21029  
410-531-9739  
Benyameens@aol.com |

**Areas Served:** Baltimore County & Baltimore City

<table>
<thead>
<tr>
<th>Good Food Company</th>
<th>Health e-Lunch Kids</th>
<th>Linda's Place Catering</th>
</tr>
</thead>
</table>
| 2625 Wilson Boulevard  
Arlington, VA 22201  
703-527-2095  
www.goodfoodco.com | 703-635-7279  
www.healthelunchkids.com | 2641 Maryland Avenue  
Baltimore, MD 21218  
443-500-9745 |

**Areas Served:** Baltimore-DC Metro Area

<table>
<thead>
<tr>
<th>Meals on Wheels</th>
<th>Overlea Caterers</th>
<th>Tomorrow's Caterers</th>
</tr>
</thead>
</table>
| Central MD (410-558-0827)  
Germantown (301-251-8885)  
Hyattsville (301-927-5615)  
Takoma Park (301-434-1922)  
Silver Spring (301-942-1111)  
Wheaton (301-942-1111) | 6809 Belair Road  
Baltimore, MD 21206  
410-668-6060  
www.overleacaterers.org | 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

Below are sample menus to provide sponsors with ideas and suggestions to improve nutritional quality and/or meal variety. Serving sizes vary by age group and are outlined in the meal pattern guidelines presented below. Please note that all menu cycles must be approved by the administering state agency. Also, please refer to Child and Adult Care Food Program (CACFP) and food buying guides for quantities. Additional sample menus can be found on FRAC’s website at http://bit.ly/d5qzYB.

### Afterschool Meal Pattern Requirements

<table>
<thead>
<tr>
<th>Meal</th>
<th>1-2 Years</th>
<th>3-5 Years</th>
<th>6-18 Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fluid milk</td>
<td>½ cup</td>
<td>¾ cup</td>
<td>1 cup</td>
</tr>
<tr>
<td>Meat/poultry/fish or</td>
<td>1 ounce</td>
<td>1 ½ ounces</td>
<td>2 ounces</td>
</tr>
<tr>
<td>Cheese or</td>
<td>1 ounce</td>
<td>1 ½ ounces</td>
<td>2 ounces</td>
</tr>
<tr>
<td>Large egg or</td>
<td>½</td>
<td>¼</td>
<td>One</td>
</tr>
<tr>
<td>Peanut butter or</td>
<td>2 tbsp</td>
<td>3 tbsp</td>
<td>4 tbsp</td>
</tr>
<tr>
<td>Dried beans &amp; peas or</td>
<td>¼ cup</td>
<td>3/8 cup</td>
<td>½ cup</td>
</tr>
<tr>
<td>Yogurt</td>
<td>½ cup</td>
<td>¾ cup</td>
<td>1 cup</td>
</tr>
<tr>
<td>Bread/alternate or pasta or rice</td>
<td>½ slice</td>
<td>½ slice</td>
<td>1 slice</td>
</tr>
<tr>
<td>or pasta or rice</td>
<td>⅛ cup</td>
<td>¼ cup</td>
<td>½ cup</td>
</tr>
</tbody>
</table>

| 2 different fruits or 2 different vegetables or 1 fruit and 1 vegetable (2 servings total) | ¼ cup | ½ cup | ¾ cup |

1 Children ages 13 through 18 must be served minimum or larger portion sizes specified in this section.  
2 MSDE recommends children over age two receive low-fat (1%) or fat-free (skim) milk.

### Sample Menus

<table>
<thead>
<tr>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Turkey &amp; cheese sandwich on whole grain bread</td>
<td>• Chicken &amp; vegetable noodle soup</td>
<td>• Beef &amp; cheese pizza</td>
<td>• Chicken soft tacos with shredded cheese</td>
<td>• Grilled cheese on wheat bread</td>
</tr>
<tr>
<td>• Carrot sticks</td>
<td>• Yogurt</td>
<td>• Applesauce</td>
<td>• Salad</td>
<td>• Tomato soup</td>
</tr>
<tr>
<td>• Peaches</td>
<td>• Strawberries 1% or skim milk</td>
<td>• Orange 1% or skim milk</td>
<td>• Tomatoes 1% or skim milk</td>
<td>• Fruit cocktail</td>
</tr>
<tr>
<td>• 1% or skim milk</td>
<td></td>
<td></td>
<td></td>
<td>• 1% or skim milk</td>
</tr>
</tbody>
</table>

4 Adapted from Maryland State Department of Education, School and Community Nutrition Program Branch (May 2009).
# APPENDIX C

## Maryland Food & Nutrition Service Directors

<table>
<thead>
<tr>
<th>School System</th>
<th>BOE of Allegany Co.</th>
<th>PO Box 1724, Cumberland, MD 21502, 1724 or FNS, Rear 211 Market St., Second Floor, Cumberland, MD 21502</th>
<th>Todd Lutton, Assistant Supervisor of FNS</th>
<th><a href="mailto:Todd.lutton@acps.k12.md.us">Todd.lutton@acps.k12.md.us</a></th>
<th>(301) 722-4985</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baltimore City PS</td>
<td>2666 River Rd., Annapolis, MD 21401</td>
<td>1946-R Greenspring Dr., Timonium, MD 21093</td>
<td>Jodi Rissee, Supervisor of FNS</td>
<td><a href="mailto:jrisse@aacps.org">jrisse@aacps.org</a></td>
<td>(410) 222-5910</td>
</tr>
<tr>
<td>Baltimore Co. PS</td>
<td>1305 Dares Beach Rd., Annapolis, MD 21401</td>
<td>200 E. North Ave., Baltimore, MD 21202</td>
<td>Donald Knobe, FS Coordinator</td>
<td><a href="mailto:AGeraci@bcps.k12.md.us">AGeraci@bcps.k12.md.us</a></td>
<td>(410) 396-8728</td>
</tr>
<tr>
<td>Calvert Co. PS</td>
<td>414 Gay St., Denton, MD 21629</td>
<td>1041 Monticello Rd., Huntingtown, MD 20639</td>
<td>Anthony Geraci, Director of School Food Serv.</td>
<td><a href="mailto:AGeraci@bcps.k12.md.us">AGeraci@bcps.k12.md.us</a></td>
<td>(410) 887-7862</td>
</tr>
<tr>
<td>Caroline Co. PS</td>
<td>125 N. Court St., Westminster, MD 21157</td>
<td>2010 East St., Easton, MD 21601</td>
<td>Karen Levenstein, Director of FNS</td>
<td><a href="mailto:KarenLevenstein@k12.md.us">KarenLevenstein@k12.md.us</a></td>
<td>(410) 396-8722</td>
</tr>
<tr>
<td>Carroll Co. PS</td>
<td>801 Elkton Blvd., Elkton, MD 21921</td>
<td>1946-R Greenspring Dr., Timonium, MD 21093</td>
<td>Todd Lutton, Assistant Supervisor of FNS</td>
<td><a href="mailto:Todd.lutton@acps.k12.md.us">Todd.lutton@acps.k12.md.us</a></td>
<td>(301) 722-4985</td>
</tr>
<tr>
<td>Cecil Co. PS</td>
<td>301 W. Main St., Snow Hill, MD 21863</td>
<td>301 W. Main St., Snow Hill, MD 21863</td>
<td>Donald Knobe, FS Coordinator</td>
<td><a href="mailto:DonaldKnobe@ccps.org">DonaldKnobe@ccps.org</a></td>
<td>(410) 396-8728</td>
</tr>
<tr>
<td>Charles Co. PS</td>
<td>P.O. Box 2710 La Plata, MD 20646</td>
<td>300 Main St., La Plata, MD 20646</td>
<td>Donald Knobe, FS Coordinator</td>
<td><a href="mailto:DonaldKnobe@ccps.org">DonaldKnobe@ccps.org</a></td>
<td>(410) 396-8728</td>
</tr>
<tr>
<td>Dorchester Co. BOE</td>
<td>P.O. BOX 619, 700 Main Street, Cambridge, MD 21613</td>
<td>P.O. BOX 619, 700 Main Street, Cambridge, MD 21613</td>
<td>Donald Knobe, FS Coordinator</td>
<td><a href="mailto:DonaldKnobe@ccps.org">DonaldKnobe@ccps.org</a></td>
<td>(410) 396-8728</td>
</tr>
<tr>
<td>Garrett Co. BOE</td>
<td>40 S 2nd St., Oakland, MD 21550</td>
<td>40 S 2nd St., Oakland, MD 21550</td>
<td>Donald Knobe, FS Coordinator</td>
<td><a href="mailto:DonaldKnobe@ccps.org">DonaldKnobe@ccps.org</a></td>
<td>(410) 396-8728</td>
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*Last updated August 8, 2010*
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<tr>
<th>School System</th>
<th>Address</th>
<th>E-mail</th>
<th>Phone</th>
<th>Fax</th>
<th>Supervisor/Title</th>
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<tbody>
<tr>
<td>Harford Co. PS</td>
<td>101 Industry Ln, Forest Hill, MD 21050</td>
<td><a href="mailto:gary.childress@hcps.org">gary.childress@hcps.org</a></td>
<td>(410) 638-4078</td>
<td>(410) 638-4201</td>
<td>Gary Childress, Supervisor of FNS</td>
</tr>
<tr>
<td>Howard Co. PS</td>
<td>10910 Route 108, Ellicott City, MD 21042</td>
<td><a href="mailto:Mary_Klatko@hcpss.org">Mary_Klatko@hcpss.org</a></td>
<td>(410) 313-6738</td>
<td>(410) 313-6737</td>
<td>Mary Klatko, F&amp;N Service Administrator</td>
</tr>
<tr>
<td>Kent Co. PS</td>
<td>215 Washington Ave., Chestertown, MD 21620</td>
<td><a href="mailto:mekalmanowicz@kent.k12.md.us">mekalmanowicz@kent.k12.md.us</a></td>
<td>(410) 778-7127</td>
<td>(410) 778-1705</td>
<td>Margaret Ellen Kalmanowicz, Supervisor Trans. &amp; FS</td>
</tr>
<tr>
<td>Montgomery Co. PS</td>
<td>16644 Crabb's Branch Way, Rockville, MD 20855</td>
<td><a href="mailto:Marla_R_Caplon@mcpsmd.org">Marla_R_Caplon@mcpsmd.org</a></td>
<td>(301) 840-8170</td>
<td>(301) 840-4658</td>
<td>Marla R. Caplon, Director, FNS</td>
</tr>
<tr>
<td>Prince George's Co. PS</td>
<td>13300 Old Marlboro Pike, Upper Marlboro, MD 20772</td>
<td><a href="mailto:jshorter@pgcps.org">jshorter@pgcps.org</a></td>
<td>(301) 952-6580</td>
<td>(301) 952-6714</td>
<td>Joan Shorter, Supervisor of Operations, FNS</td>
</tr>
<tr>
<td>Queen Anne's Co. BOE</td>
<td>202 Chesterfield Ave., Centreville, MD 21617</td>
<td><a href="mailto:scheltst@qacps.k12.md.us">scheltst@qacps.k12.md.us</a></td>
<td>(410) 758-2403 Ext. 106</td>
<td>(410) 758-8200</td>
<td>Toni L. Schelts, Coordinator of Sup't Serv.</td>
</tr>
<tr>
<td>St. Mary's Co. PS</td>
<td>27190 Point Lookout Rd., Loveville, MD 20656</td>
<td><a href="mailto:lmjones@smcps.org">lmjones@smcps.org</a></td>
<td>(301) 475-4256 Ext. 5 Ext. 103</td>
<td>(301) 475-4207</td>
<td>Louis M. “Mike” Jones, Supervisor of Food Services (Cherie Cotsonas, Specialist)</td>
</tr>
<tr>
<td>Somerset Co. PS</td>
<td>7982-A Tawes Campus Drive, Westover, MD 21871</td>
<td><a href="mailto:hriggins@somerset.k12.md.us">hriggins@somerset.k12.md.us</a></td>
<td>(410) 621-6265</td>
<td>(410) 651-2931 (651 is correct)</td>
<td>Helen Riggins, Head Manager, Food Service</td>
</tr>
<tr>
<td>Talbot Co. PS</td>
<td>P.O. Box 1029, 12 Magnolia St., Easton, MD 21601</td>
<td><a href="mailto:wmengel@tcps.k12.md.us">wmengel@tcps.k12.md.us</a></td>
<td>(410) 822-9528</td>
<td>(410) 820-4260</td>
<td>William(Bill) Mengel, FS Manager</td>
</tr>
<tr>
<td>Washington Co. BOE</td>
<td>P.O. Box 730, Hagerstown, MD 21741 820 Commonwealth Ave., Hagerstown, MD 21740</td>
<td><a href="mailto:proulxjef@wcboe.k12.md.us">proulxjef@wcboe.k12.md.us</a></td>
<td>(301) 766-2893</td>
<td>(301) 766-8738</td>
<td>Jeffrey Proulx, Supervisor of FNS</td>
</tr>
<tr>
<td>Wicomico Co. BOE</td>
<td>P.O. Box 1538, Salisbury, MD 21802-1538 101 Long Ave., Salisbury, MD 21804</td>
<td><a href="mailto:egoslee@wcboe.org">egoslee@wcboe.org</a></td>
<td>(410) 677-4545</td>
<td>(410) 677-4418</td>
<td>Eric Goslee, Supervisor of FNS</td>
</tr>
</tbody>
</table>

_Last updated August 8, 2010_
APPENDIX D

Additional Resources & Marketing Materials

- Moving from an Afterschool Snack to a Meal | http://bit.ly/cigboM
- For more information on both processes and information on providing high-quality meals, view FRAC’s A How-To Guide for Summer Food Sponsors on Purchasing High-Quality Summer Meals | http://bit.ly/dCSa5r

Partners & Contacts

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