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SECTION 1:
What is the Backpack Buddy Program?

One in four southeast Texas children are at-risk of hunger, which means they don't have consistent access to enough nutritious food. Many of these children rely on school meals to provide breakfast and lunch during the school year. During breaks, such as weekends and holidays, many of these children go home to little or no meals. The Houston Food Bank’s Backpack Buddy program works to fill that gap by providing nutritious, child-friendly food for school children to take home over the weekend.

Through Backpack Buddy program, the Houston Food Bank, works in partnership with participating schools, schools district delivery sites, and other community partners, to ensure that the food sacks are distributed to children on every Friday during the school year.

Backpack Buddy Food Examples:

<table>
<thead>
<tr>
<th>Protein (2):</th>
<th>Grains (1):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meat Stews with Vegetables</td>
<td>Cereal</td>
</tr>
<tr>
<td>Canned Chicken or Tuna</td>
<td>Oatmeal</td>
</tr>
<tr>
<td>Vienna Sausages</td>
<td></td>
</tr>
<tr>
<td>Canned Beans</td>
<td>Healthy Snacks (2):</td>
</tr>
<tr>
<td>Canned Ravioli</td>
<td>Yogurt Cereal Bars</td>
</tr>
<tr>
<td>Canned Spaghetti with Meat Sauce</td>
<td>Fruit filled Cereal Bars</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fruits (2):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canned Fruit packed in 100% Juice or light syrup (i.e., Mandarin Oranges or Peaches)</td>
</tr>
<tr>
<td>Canned Applesauce</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vegetables (2):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canned Green Beans, Peas, Carrots, Spinach, or Corn</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dairy (2):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milk- 1% Shelf Stable</td>
</tr>
</tbody>
</table>

*possible allergen-containing ingredients

** Please be advised- Nutritional Flyers/Child Friendly Toiletry may be found within the food sacks. Please alert your students of the importance of nutrition to reinforce the value of this information.

***TEFAP products comprise a large percentage of the food sacks that are distributed to the Backpack Buddy participants

TEFAP Declaration:

Standards for participation in the Program are the same for everyone regardless of race, color, national origin, age, sex or disability. You may appeal any decision made by the local agency regarding your denial or termination from the Program. If your application is approved, the local agency will make nutrition education available to you and you are encouraged to participate.
# Backpack Buddy Program Documentation and Compliance

The Program Agreement and the Background Check forms must be completed and turned in before you are officially enrolled in the Backpack Buddy program. All required trainings need to be completed to start the program at the school site.

1. **Program Documentation:**
   It is imperative that the participating school site provides the necessary documentation required from the Houston Food Bank. These records will be used for distribution, food inventory, reporting, and auditing proposes. These records include, but not limited to:
   - Backpack Buddy Program Agreement
   - Background Check Verification Form
   - Completion of Food Safety Training and Tests
   - Monthly Reports

   These forms must be maintained and kept updated throughout the school year. The Backpack Buddy coordinator must be notified with any changes to contact information at the participating school site immediately so the program can continuously operate throughout the school year. The monthly reports must be submitted to the Houston Food Bank by the first of each month for the previous month. For example, the monthly report for September is due by October 1st.

2. **Noncompliance Procedure**
   The site coordinator and the Backpack Buddy staff will work together to identify, discuss, and solve problems. If you are unsure about the procedures, such as food storage, monthly reports, or distribution issues, please contact the Backpack Buddy manager immediately. Follow the two common noncompliance procedures to resolve school site issues:

   **Improper food storage and/or bag distribution procedure:**
   - Identify the noncompliance issue.
   - Contact the Backpack Buddy manager.
   - Evaluate the issue together.
   - Devise a detailed intervention plan including a time frame for completion.
   - Conduct a follow-up visit to observe if the noncompliance issue is now in compliance by the designated date.

   **Delinquent monthly reports procedure:**
   - There is no grace period for monthly reports, which are due by the 1st of every month.
   - If monthly reports are missing by the 5th of the month, the school site will be placed on hold for further deliveries and notified by email.
   - Deliveries will not resume until school site has turned in all delinquent paperwork.
   - School will lose access to Teachers Aid after two delinquent monthly reports in one quarter.

   Continuation of the noncompliance issue will be documented and further action will be taken (e.g., probation or suspension of school site), depending on the severity of the issue.
SECTION 2:

Getting Started: Site Coordinator Responsibilities and Tasks

The following are a list of responsibilities and tasks for the school site coordinators operating the Backpack Buddy program. Section 3 will provide more detail on the logistics of the program.

1. Attend the Site Coordinator training sessions provided by the Houston Food Bank via in-person and/or an online format.

2. Comply with guidelines and requirements established by Feeding America, the Houston Food Bank, and any other governmental agency regarding the Backpack Buddy food.

3. Develop a site distribution plan including:
   - Who will pick up and/or receive the delivery of food orders?
   - Where will the food be stored at the school site?
   - How, where, and when will the bags be distributed to the students?
   - Who will distribute the bags to the students?
   - Who will be the alternate contact for the program at the school site for any unforeseen absences?
   - If using reusable backpacks, where will the students return the backpacks?
   - Who will be responsible for completing the monthly report and submitting it on a timely manner?

4. Train school site faculty and staff on the essentials of the program. The better informed the staff is at the site is with the following topics, the more successful the program operates.
   - How to identify students with chronic hunger.
   - How to refer students for the Backpack Buddy Program.

5. Send home permission forms to parents of referred students.
   - Meet with referred students to explain the program.
   - Every child will need a signed permission form from a parent/guardian to participate in the Backpack Buddy program.

6. Monthly reports must be completed by the first of the month.
   - There is no grace period for monthly reports, which are due by the 1st of every month.

7. Assist the Houston Food Bank and other partners with ongoing evaluations of the program.
SECTION 3: Backpack Buddy Procedures: Identify Food Insecure Children

Research shows that hungry children have poorer mental health, physical, and overall health, tend to miss more days of school, and suffer greater rates of behavioral disorders. Proper nutrition is vital to the growth and development of children. Elementary school aged students are at a critical stage of growth and development. Although, they are most at need of food and least able to secure it on their own, middle and high school students present many challenges of their own.

One of the most difficult aspects of the Backpack Buddy program is selecting students to participate in the program. We strongly urge you to carefully think about which students should be on the program because of the limited amount of space for the program. Please select only the students most in need, at risk of being chronically hungry, and/or experience weekend hunger on a regular basis. A child that complains of being hungry is not necessarily a child who qualifies for the Backpack Buddy program. School site coordinators need to determine if a child just has a large appetite related to growing and development or if a child is truly chronically hungry. Asking a few questions to the child will help clear up the situation. For example, ask the child if they had breakfast, find out why if they did not. Also, ask if they had dinner and if it was enough for them to make them full.

To assist with identifying proper students for the program, a student referral form is included in the back of this manual. This referral form is to be used for every student on the program and kept with the permission slip. The referral form has a check list for identifying food insecure behaviors as well as contributing factors including physical appearance, school performance, and home environments.

1. School Site Allotment:

   Upon submission of the Program Agreement, you will be informed of your maximum weekly allotment. This allotment is based on the number of students who receive free and reduced lunch. This allotment will define the maximum number of weekly children that you may select to participate in the Backpack Buddy program. The same children should receive a bag every week unless taken off the program. Always get parent approval before taking the children off the program.

   o Examples of taking a child off the program:
     ▪ Parents no longer want to be on the program, verbal consent is acceptable. Please note it on the student’s permission slip.
     ▪ Student misuse of food bags, such as leaving food at the school, giving the food to friends, or picking through bags for certain foods. Parents need to be notified of the situation before being removed from program.
2. Free and Reduced Lunch Participation:

To be compliant with the Texas Emergency Food Assistance Program (TEFAP), participating students **must** be receiving free or reduced lunch (FRL). If a student is not a recipient of (FRL), the student must have a letter on file from the parent or guardian stating extreme circumstances or economic hardship(s).

- **Examples of extreme circumstances:**
  - A large homeless student population at the school. Documentation of homeless classification needs to be supplied for particular student(s).
  - A letter from school coordinator or parents stating why there is an extreme circumstance at home (i.e., illness or loss of job).

3. Required Student Documentation:

**Backpack Buddy Student Referral Form:**

- **This form is required for each student on the program.** It can be filled out by a teacher, counselor, or nurse that notices any of the signs listed. The site coordinator needs to sign for approval to add the student.
- Homeless children should be considered first when identifying recipients of the food sacks. *Please note, if the homeless children are living in a shelter, they may not be the best recipients of the food sacks due to the fact that most shelters do not allow food to come in from outside of the facility.
- There is a notable difference between a child that is hungry and a child that is chronically hungry. When uncertain, look into the situation and talk with the student and parents. Using the behaviors mentioned in the Student Referral Form and “Helpful Tips” would be good tools to start with.

**Parent Permission Slip:** *No food is to be given without a signed permission slip.*

- Every student needs a parent permission slip signed. If there are siblings in the same household, one permission slip with all the names is allowed.
Backpack Buddy Procedures: Program Logistics

1. Backpack Buddy Food Sack Transportation:
   The Houston Food Bank works with many partners in the community to provide the best option for the school sites to receive the food sacks on a regular basis. The Houston Food Bank cannot guarantee delivery, which means that some schools might have to pick up the Backpack Buddy food sacks directly from the Houston Food Bank. We encourage the school sites to partner with agency partners or volunteers in their areas to assist with the pickup of the bags if school coordinators are unable to leave school. Each school will be notified about their specific transportation parameters by the Houston Food Bank when the program starts at their site.

Delivery Procedures:
Under certain circumstances, deliveries to local agencies partners and/or school ISD distribution centers can be provided by the Houston Food Bank. This consists of the Houston Food Bank delivering orders for a group of schools on a scheduled day. The agency or school ISD will then deliver to the individual schools or have the schools pick up from them that week.

Pickup Procedures:
Backpack Buddy food sacks can be picked up by all actively participating schools at 535 Portwall St., Houston, Texas 77029. Pick-Ups are done by APPOINTMENT ONLY.

   o Appointment times are as listed: Monday – Thursday from 8:00am – 2:00pm, standing appointments are welcomed and suggested.
   o Appointments must be made by the week before the pick-up via email.
   o If pick-up cannot be made at the scheduled time, please contact the Backpack Buddy staff by email backpackbuddy@houstonfoodbank.org to reschedule.

2. Requesting Food Bags/Ordering:
   Weekly ordering is not necessary; the shipments are made on a regular and consistent schedule unless otherwise specified. Please be advised: During times, before and after holidays or extensive breaks from school (i.e., Christmas, Thanksgiving, and Spring Break) deliveries of extra food sacks may be made.

   Backpack Buddy staff members need to place orders internally two business days before the scheduled delivery to a site. For any order changes, the school site coordinator will need to contact the Backpack Buddy staff by Wednesday at 5pm before their next scheduled delivery to ensure enough time to process the change. Please note that some changes can take up to two weeks to take effect.

*Please report any excess of bags to the Backpack Buddy staff immediately to reduce orders.*
3. Food Safety Guidelines:

Every year, at least one person from a school site, preferable the person administrating the program, will be required to take a food safety training and test online before starting the Backpack Buddy program at their school. If that person leaves the school, another person will need to complete the training as soon as possible to continue the program. The following is a list of some important aspects of food safety:

- When transporting food avoid leaving food in a hot vehicle for extended amounts of time. Unload the food upon immediate return to the school and place the food in a safe, climate-controlled area.
- All food, whether in a box or just in the sack, must be stored at least six (6) inches off the ground (e.g., on a pallet, shelf, and/or desk), six (6) inches away from the wall, and six (6) inches below the ceiling.
- The storage area should be climate and temperature controlled, clean, dry, and free of pests. The area should be secured from the public when not in use, such as an office, closet, or lockable cabinets in a classroom.
- Store non-food items separate from food. Never store non-food items (e.g., cleaning products), with food items.
- It is pertinent to utilize the First In, First Out (FIFO) method when distributing the food. Make sure that the date in which the food is received is clearly marked in/on the storage area. Organize the food stock so that the first received is the first given out during distributions. This is to ensure that the older food is distributed prior to the newer shipment of food.

4. Site Visits/Monitoring:

In accordance to Feeding America’s mandate to require annual site visits to the Houston Food Bank’s program sites, the Houston Food Bank staff and volunteers will be conducting site visits/audits on a yearly basis. This will ensure that the program regulations are accurately being adhered too. Site visits may be random (unannounced) or announced.

During the site visit the permission forms will be audited to ensure that all students getting a bag has one on file. The FRL status of the students on the Backpack Buddy program will also need to be verified at the time of the site visit. Qualification for the FRL program is a requirement for the student to receive Texas Emergency Food Assistance Program (TEFAP) product, which is contained in the backpack food bag. If the student needs the assistance, but isn’t on the FRL program, please ensure that the family has a hardship letter attached to the permission slip.
5. Distribution Method:
The Backpack Buddy program is here to help children over the weekend with food, but we also want to preserve the dignity of the students on the program. There are many ways to distribute the bags to the children per the school structure and age of child. For example, some schools will call the students to the nurse’s room to very discretely give them the bags, while other students look forward to the bags and carry them with pride. Please be thoughtful of how the bags will be given out to maintain dignity of the students always.

**Child Distribution:** Explain that they will receive a sack of food each week on Fridays.

- Tell the child that the food is for them to eat throughout the weekend. Although it is okay for them to share, try and stress that the food is for them. If you hear a child say that another family member is taking all their food and they are left with nothing to eat, please contact the parent to resolve the situation.

- Caution the child not to share the food with their friends or open the food sack until they get home. Repeated actions such as these will result in the student being removed from program.

- If you have any issues of children selling the food, giving it all away to friends, or taking advantage of the program, you do have the authority to discontinue services to that child.

- Each participating child should receive one food sack every week. Families with multiple children at the same school should receive one bag per student.

**Child Confidentiality:** Please distribute the food in a way that the children will not be embarrassed. Even if children are not embarrassed to receive the food, please maintain a level of confidentiality to prevent potential problems (e.g., other children seeing the food sack and asking for it).

- Avoid making obvious public announcements that refer to children receiving the food. For example, instead of announcing, “Backpack Buddy program, come to the office,” try saying, “Health Club Members please come to the office.”

- Do not hand food to children amid their peers who are not receiving food. For example, going into a classroom with food sacks and calling referred students to receive food in front of the class.

- Hall passes can be used to gather the students at the time of distribution. On Friday mornings, the hall passes can be placed in the boxes of the teachers that have students that are participating in the Backpack Buddy program. The hall passes can be found on the last page of this packet.
6. Backpack Buddy Monthly Reports:
   Keeping accurate records of children receiving food on a weekly basis is essential to the success of the program. To be in compliant with The Emergency Food Assistance Program (TEFAP), it is necessary to inform the Houston Food Bank of the names of the children who are receiving the food sacks. If confidentiality is a concern, the first initial and last name (or vice versa) of the student will be accepted.

   **The due date for the monthly report is the first day of the next month.**
   Schools will be placed on a compliance hold for any reports that are not received by 5th of the month due. For example, the September report is late if not received by October 5th. Schools will not be able to accept further deliveries until the report(s) are submitted. Below are the due dates for the 2019-2020 school year.

   **Month of Distributed Bags:** | **Due Dates:**
   --- | ---
   September | October 1st
   October | November 1st
   November | December 1st
   December | January 1st
   January | February 1st
   February | March 1st
   March | April 1st
   April | May 1st
   May | June 1st
   June | July 1st

   **IMPORTANT UPDATE:**
   All reports are submitted by the online reporting system at [https://backpackbuddy.houstonfoodbank.org](https://backpackbuddy.houstonfoodbank.org) and can only be submitted once there is an approved application on file.
Website Instructions: https://backpackbuddy.houstonfoodbank.org

New Users:

- Click “Sign Up” for new users at the top of the screen.
• Enter your first name, last name, phone number, school email address.

• Enter a password of your choice.
  • At least six (6) characters long.
  • At least one uppercase letter.

• Click “Create Account”
Application Page 1: Fill out required fields of the school application as seen below. School Name will auto populate if your school participated in Backpack Buddy in the 18/19 school year. Please modify the coordinators and principal as needed by selecting the delete button in appropriate contact line and adding new participant with “Add Participant” button.

Click “Next”
Application Page 2: Fill out required fields of the school application as seen below and click “Submit Agreement.”
• You can click “Back” to modify page 1 of the application before submission. The application autosaves if you “Log Out.” Page will open where your previous session ended when logging back into website.

• Please make sure all contact emails for coordinators and principals are correct before submitting.

• An email for the principal, to click the agreement link, will be sent after submission.

• Coordinators will not have access to the website reporting function unless principal approves the agreement through the emailed link. Coordinators will get the following message until the application is approved by principal.

Once approved, log in using your email username and password that you created during sign up at https://backpackbuddy.houstonfoodbank.org. Passwords are case sensitive.
Coordinator Dashboard:

- Select your school to see dashboard menus and reports.
  - Contact Menu: Change contacts for school
  - Document Library: Program forms and reference documents
  - Survey: Links to program survey
- Dashboard will show all available reports for the application in the year search window.

School Menu: will show multiple schools assigned to one user, if applicable

Helpful Reminders

Profile Menu

Your Name
• Click “Show Details” to enter and look at reports.
• Click the box to export report information of submitted reports.

To enter students:

• Add a Student button will pop up a screen to enter number of bags into active Friday dates for service month. Student name and number are required.
• Click “Save” to go back to report dashboard and see student information.

• Copy Students: Copy all student names and numbers from previous month report. Edits of the number of bags per Friday will need to be completed before submission.
• Once student name and ID number are entered, edits can be made throughout the month by clicking the edit button.

• The form auto saves after entering information. **Do not click submit until completion of report.**

• Once all student and bag information are entered and finalized, click Submit.
  
  • This is a final submission and no more edits will be allowed after submission.

• Submission information will be recorded under report information indicating successful report submission.
Profile menu:

• Can change contact information for your profile.

• Current application for submitted school can be viewed and printed.
• Can apply for other schools in current year and next available years.
**Helpful Tips**

- Staff awareness is helpful. Please explain the Backpack Buddy program to all your school staff and ask for their help in identifying children that would benefit from the program.
- Please stress that teachers should only refer students who are chronically hungry using the Backpack Buddy Student Referral Form.
- Discuss your plans for how food will be distributed and get input from staff so that everyone will be accommodating to your plan of the food distribution.
- Use the Student Referral Form to identify children for the program. You may also see the following changes in children that are chronically hungry:
  - Behavior changes
  - Mental changes
  - Detrimental performance in math and reading
  - Decline in responsiveness and attention span
  - Depression
  - Extreme sleepiness
  - Mood Swings
  - Changes in physical appearance
  - Excessive absences

- If you need more assistance or have any questions in reference to this packet, feel free to contact Backpack Buddy staff at backpackbuddy@houstonfoodbank.org.

- Additional Resources:
  - To access Agency Partners in your area, please visit the Houston Food Bank’s website, http://www.houstonfoodbank.org/agency-locator/ or call the Call Center at 832-369-9390 for Social Services.
  - Teachers Aid: A school supply program offered to actively participating Backpack Buddy schools and School Market schools in which 60% or more of school enrollment are receiving free and reduced lunch. Please contact the School Programs manager at teachersaid@houstonfoodbank.org to obtain enrollment information and procedures.
National Background Check
Policy and Procedure

PURPOSE

The purpose of this policy is to ensure the safety of all children that participate in programs offered by the Outreach Services Department at the Houston Food Bank. Further, careful screening of staff and volunteers who work with children is an important risk management precaution.

POLICY

Site management must ensure that all staff and volunteers at all outreach services sites who have “direct repetitive contact with children” undergo a National Background Check.

Some examples of who is required to have a background search performed:
- Staff who work directly with the kids in the program daily
- Volunteers who work directly with the kids in the program daily
- Anyone who has ongoing, frequent or recurring interactions with or around the kids who participate in the program (e.g. once each week or several times over the course of a summer)

Participants must limit the volunteer involvement of any one-time or non-regular volunteer who has not been subject to a national background check strictly to open and supervised activities. A child should never be alone with a single staff member or volunteer.

PROCEDURE

It is the responsibility of the Program Site to perform and verify the following background checks as a minimum:

- Social Security History to assure proper identification
- National Sexual Offender search
- Criminal History record search

The Houston Food Bank reserves the right to see proof of the completed background searches on all staff and volunteers during routine site inspections. Houston Food Bank will perform all necessary background checks on HFB staff and volunteers sent to program sites.

This institution is an equal opportunity provider and employer.
Please retain a copy of this document at the school site and email to backpackbuddy@houstonfoodbank.org
Student’s Name: ____________________________________________________________

Age: ______ Grade: ______ Teacher: ________________________________________

**Food Insecurity Behavior (at least 1 needs to be checked):**
- Rushing food lines
- Extreme hunger on Monday morning
- Quickly eating all the food served and asking for more
- Asking when the next meal/snack will be served
- Saving/hoarding/stealing food to take home for themselves and/or siblings
- Lingering around for or asking for seconds
- Comments about not having enough food at home
- Asking classmates for food they don’t want
- Chronic stomach aches

**Physical Appearance (Check all that apply):**
- Extreme thinness
- Puffy, swollen skin
- Chronically dry, cracked lips
- Chronically dry, itchy eyes
- Brittle, spoon-shaped nails

**School Performance (Check all that apply):**
- Excessive absences and/or tardiness
- Repetition of a grade
- Chronic sickness
- Short attention span/inability to concentrate
- Chronic behavior that leads to disciplinary action
  - (Hyperactive, aggressive, irritable, anxious, withdrawn, distressed, passive/aggressive)
- Parents scheduling medical appointments until after lunch

**Home Environment (Check all that apply):**
- Often cooks own meal, or has another sibling who does
- Moves frequently
- Often spends the night away from home (primary residence)
- Loss of income
- Family crisis

Are there other school aged children in this household?
Yes ☐ No ☐ If so, how many? ____________

_________________________________________ __________________
Name/title of person referring the student Referral Date

**Completed by School Coordinator:**

Date Approved: ________________ Approved by: ______________________________________

School Name/District: __________________________________________________________
Dear Parent/Guardian:

We would like to offer your student an opportunity to participate in the Houston Food Bank’s Backpack Buddy program. Here’s how it works:

- There is no charge for the food sacks to you or to the student.
- Every Friday afternoon at the school your child attends, your child will receive a sack full of nutritious food for the weekend. The food sacks are distributed as discreetly as possible and contain enough food to serve one child per weekend.
- Texas Emergency Food Assistance Program (TEFAP) products comprise a large percentage of the food sacks that are distributed to the Backpack Buddy participants. *
- Houston Food Bank staff will verify free and reduced lunch status of your student on Backpack Buddy Program during school visits.

*TEFAP rights and responsibilities are as follows:
Standards for participation in the Program are the same for everyone regardless of race, color, national origin, age, sex, or disability. You may appeal any decision made by the local agency regarding your denial or termination from the Program. If your application is approved, the local agency will make nutrition education available to you and you are encouraged to participate.

☐ I, __________________________ ______________________________, Parent/Guardian Signature Date

grant permission for the __________________________ (School Name) to verify my student(s)’ Free and Reduced Lunch status to the Houston Food Bank staff and/or certified volunteers. I certify that I have read the permission slip in its entirety for the Backpack Buddy Program and would like my student(s) to participate unless I provide verbal or written consent to the school staff to discontinue. I understand that the food and backpacks cannot be sold or used for other purposes. I understand that providing my contact information below is optional to participate in community research and story collection conducted by Houston Food Bank. Any reports produced with the data collected will not identify individual information. I understand that I will not be denied for services if I wish to not provide contact information. I understand my rights and responsibilities as stated above.

<table>
<thead>
<tr>
<th>Student ID Number:</th>
<th>Your Student’s Name: * (Attending the same school)</th>
<th>Grade:</th>
<th>Student’s Race/Ethnicity (Enter number from below):</th>
<th>Student Gender:</th>
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The Houston Food Banks respects your information and wants to make sure it remains private. All information provided will be used to learn about the community as a whole and no individual information will be shared. Parent Contact Information (program surveys & stories):

Phone: __________________________ Email: __________________________

Student’s Race: (1) Asian (2) Black or African American (3) Hispanic or Latino (4) Native Hawaiian or Other Island Pacific Islander (5) White/Caucasian (6) Other

Number of Household Members: __________


Participating in the Supplemental Nutrition Assistance Program (SNAP)? ☐ Yes ☐ No

Revised 08/2019
2019-2020 Hoja de permiso para el programa Backpack Buddy

Estimado Padres/ Guardián:

Nos gustaría ofrecerle a su estudiante la oportunidad de participar en el programa Backpack Buddy del Houston Food Bank. Así es como funciona:

- No hay ningún cargo por los alimentos proporcionados para usted o para el estudiante.
- Cada viernes por la tarde en la escuela que su hijo/a asiste, él o ella recibirá una bolsa llena de alimentos nutritivos. Los alimentos serán distribuidos lo más discreto posible y generalmente contienen suficientes alimentos para servir a un niño durante el fin de semana.
- Los productos de Texas Emergency Food Assistance Program (TEFAP) consisten de un gran porcentaje de los alimentos que son distribuidos a los participantes de “Backpack Buddy.” *
- El personal del Houston Food Bank verificara el status de comida gratis o a precio reducido de su estudiante del programa “Backpack Buddy” durante las visitas a la escuela.

*TEFAP derechos y responsabilidades de los participantes son los siguientes:

Normas de participación en el Programa son los mismos para todos, independientemente de raza, color, origen nacional, edad, sexo o discapacidad. Usted puede reclamar cualquier decisión tomada por la agencia local respecto a su negación o la terminación del programa. Si su solicitud es aprobada, la agencia local hará que la educación nutricional sea disponible para usted y le alentamos a que se animen a participar.

Yo, _____________________________________________________________________
Firma de Padres / Guardián
Fecha

doy permiso a ________________________________ para verificar el estado de Almuerzo Gratis
(Nombre de escuela)

o Reducido de mi(s) estudiante(s) al personal del Houston Food Bank y/o voluntarios certificados. Certifico que he leído la hoja de permiso en su totalidad para el programa Backpack Buddy y me gustaría que mi(s) estudiante(s) participe(n) a menos que de consentimiento verbal y/o escrito para que el personal de la escuela lo interrumpa. Entiendo que la comida y las mochilas no se pueden vender ni usar para otros fines. Entiendo que proporcionar mi información de contacto a continuación es opcional para participar en investigaciones comunitarias y recopilación de historias realizadas por el Houston Food Bank. Cualquier informe producido con la recopilación de datos no identificará la información individual. Entiendo que no se me denegarán los servicios si no deseo proporcionar información de contacto. Entiendo mis derechos y responsabilidades como se indicó anteriormente.

<table>
<thead>
<tr>
<th>Número de ID del estudiante:</th>
<th>Nombre de su hijo: (Asistir a la misma escuela)</th>
<th>Grado:</th>
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Raza del Estudiante: (1) Asiático (2) Afro- Americano (3) Hispano o Latino
(4) Nativo de Hawaii o de otra isla de las Islas del Pacífico (5) Blanco/Caucásico (6) Otro

Número de miembros del hogar: __________

Ingreso Familiar (Anual)  
- O Menos de $22,459  
- O $22,459-$30,451  
- O $30,451-$46,435  
- O $46,435-$62,419  
- O $62,419+  
- O No deseo compartir

¿Participa en el Programa de Asistencia de Nutrición Suplementaria (SNAP)?  
- O Sí  
- O No

Houston Food Banks respeta su información y quiere asegurarse de que se mantenga privada. Toda la información provista se usará para aprender sobre la comunidad como un todo y no se compartirá ninguna información individual. Información de contacto de padres (Historias y encuestas para el programa):

Teléfono: ________________________________ Correo electrónico: ________________________________

Revised 08/2019
Hall Pass

Student Name

Grade/Teacher

School Year

Today's Date

Backpack Buddy

Hall Pass

Student Name

Grade/Teacher

School Year

Today's Date

Backpack Buddy

Hall Pass

Student Name

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