

UC Cooperative Extension UC CalFresh Fresno/Madera Counties Program Manual

Youth Program

4. Recruitment:

Provide multiple opportunities for interested teachers to enroll or re-enroll. Discuss challenges with supervisor as it relates to program compliance issues.

a. Priority sites:

- i. Schools with teachers enrolled are the priority for recruitment.
- ii. Make every effort to recruit as many teachers at each school as possible to maximize environmental impact, increase efficiency, and reduce cost.
- iii. This includes elementary, transitional kinder, and preschool lead teachers.
- iv. We do not currently serve afternoon programs.

b. Participant Agreement and Site List:

- i. Recruit schools on the approved site list with approval from your direct supervisor.
- ii. Schools/districts interested in participating that are not on the site list will need to be added, if they qualify.
- iii. We will also need to obtain a Participation Agreement. In this situation, work with your supervisor to secure the agreement.
- iv. USDA approval to add the school/district to the site list takes a minimum of 1-2 months.
- v. The site cannot be served until USDA approval comes.

c. Methods:

- i. Work with school administration to determine the best method of teacher recruitment.
- ii. The most common methods include:
 1. Staff meeting presentation
 2. Lunch time recruitment
 3. Recruitment during a scheduled lesson
 4. Recruitment through referral

d. Who to Recruit:

- i. In addition to educators, enroll administrators, office managers, and other support staff into the program as appropriate.
- ii. They can record time spent doing activities that support the program, such as nutrition education delivery or administration oversight of the program at school.
 1. Example: putting newsletters into teacher's boxes, coordinating tasting delivery, sending reminders, etc.

e. Waiting List Process:

- i. Depending on retention and recruitment plans, at times, new school sites may be placed on a waiting list until the UC CalFresh program is able to serve the site.
- ii. Waiting list schools will be listed on a first come, first serve basis.
- iii. Please provide school and contact information to your Direct Supervisor.
- iv. Overall program retention will be monitored along with program priorities and budget to determine waitlisted schools start date.