



Healthy Kids Iowa Fact Sheet

Official HKI Website

<https://hhs.iowa.gov/healthy-kids-iowa>

Ordering/Delivery/Pickup

In order to make this as easy as possible for our partners, HACAP has figured out what \$40 worth of food items looks like, and made 3 "menus" based on that information. You will not need to order individual items from HACAP. HACAP will allocate food (\$40 in value) per child, based on the number you provided to us. For example, you let HACAP know you plan to serve 10 children per month. When you receive your HKI order from us, it will be enough food to serve 10 children food valuing approximately \$40.

I have attached our menu with this email. The totals shown are the allocation per child based on the \$40 requirement. The only difference between the 3 menus in June is the protein option (beef, chicken or turkey). You will get a mix of all 3 proteins with each order. For example, if you told us you will serve 30 children each month, you will receive 10 of each protein (beef, turkey and chicken).

You will receive HKI foods like your typical orders, in their cases/normal packaging.

If you are picking up your HKI order with your regular pantry pickup - put in the notes section that you will also be picking up your HKI order and how many children you're providing for.

If you are picking up your HKI order ONLY - reserve a 20 minute shopping slot in PWW so we know to expect you.

If you will receive your HKI order with your normal delivery - enter in the notes that you want your HKI order delivered in addition to your regular delivery

If you will receive your HKI order as a delivery, separate from your normal delivery - arrangements have likely already been made with the warehouse. If you have questions about an HKI only delivery, please reach out.

Program Requirements

All HKI food needs to remain separate from your regular pantry food. When your orders arrive, it is your responsibility to parse out which products are HKI and which are from your normal pantry order, if you received them at the same time.

All families receiving HKI foods will need to complete the *HKI* version of the TEFAP form. THIS IS DIFFERENT THAN YOUR USUAL TEFAP FORMS. HKI will be noted at the top of the form and there will be additional information hand written in. **Please disregard any previous HKI TEFAP form that was sent.** There have been updates since then.

When filling out the HKI TEFAP forms, participants will need to include: Total number of eligible children in the household and ages of each child.

As always, TEFAP Forms are updated each year on 7/1/25. This means, that the HKI TEFAP form will need to be updated for July distributions, as well as the TEFAP form for your normal distributions. We will provide those forms when we get closer to that date.

At the end of each month, you will need to report to HACAP the following information:
Total households served for HKI, total eligible children served for HKI. This is in addition to your regular pantry distribution data. HKI reports will need to be emailed to hcarr@hacap.org at the end of June, July and August. To ensure accuracy of this data, please see the attached spreadsheet that you can use to track this information.

At the end of the program (August 31st), you will need to report to HACAP the total number of unduplicated households served throughout the duration of HKI.

All staff/volunteers distributing HKI foods will need to review and sign off on the Civil Rights training. This information can be found at www.hacap.org/partners .

Marketing

HHS will be providing lawn signs and window clings to help you spread the word about HKI. These will be included on your first HKI delivery/pickup in June. We will also be providing plastic bags for you at this time, if that is helpful to you. We do not have enough bags to fully meet the need for the whole summer.

You are welcome to make any additional marketing materials, but please make sure to include the NDS verbiage. If you are a non-TEFAP provider in your regular pantry operations, please reach out to your RPC so you understand this requirement

HACAP will be sharing the distribution list via the website and social media. We have attached to this email a preferred graphic from HHS for you to use as well.

FAQ

Leftover food: All HKI Foods need to be distributed by 8/31/25 to families with eligible children (aged 4-18). If you have leftover food after your distribution in August, please ensure those foods are distributed to eligible families with children within the appropriate age range.

Does each child have to take exactly what is on the menu list? No. That is a guideline to help you understand what \$40 of food looks like. If you plan to do a "boxed" distribution, (and ask Neighbors which menu option they would like) this will help you pack those boxes. We encourage you to allow choice for families by letting them "shop" for items they would prefer. This means that perhaps some families will only take items amounting \$20 in value, and other families could take items amounting \$60 in value, but the expected package value is \$40 per child.

What happens if we run out of HKI food? It is a possibility that this could happen. If you run out of HKI foods because more families attend your distribution than you predicted, you can still serve them with your normal pantry items. If this occurs, you must ensure those families are signing the non-HKI TEFAP form, and they are being included in your normal pantry reporting data, rather than HKI. **If your number of children that attend your distribution is different than what you originally told HACAP, please let your RPC know.** If you see more families than you expected, and have the capacity to serve more the next month, we may be able to get you more food to accommodate the additional families.

Can families attend more than one HKI distribution site? Families should only receive one \$40 distro per month but could split the amount up based on the number of kids in the family.

We had our families pre-register so we know how many to expect. Do we have to serve families that did not pre-register? HHS has released the distribution sites to the public so you will likely have families show up for your distribution that you were not expecting. You may not turn families away if you still have available HKI food. Once you have distributed all HKI foods, you may continue to serve families using your normal pantry stock (non HKI food). Just ensure families are completing the appropriate TEFAP form. They will not be counted as HKI families.

Why are we not seeing staple items available for HKI foods (rice, peanut butter, etc.)? HACAP had a very short turn-around time to get food ordered for this program. When we originally committed to HKI, HACAP assumed that most of our partners would distribute HKI along with their normal pantry operations. Since pantries already often have those staple items, we made the choice not to order duplicates of those products. This is something we have learned in case this program will be implemented in the future.

Can we change our distribution plan at this point? Yes, if you need to make adjustments to how you plan to distribute these foods (dates, times, etc) let your RPC know ASAP so we can ensure those changes end up on the HHS website.