



Thank you for your interest in partnering with The Idaho Foodbank to provide valuable cooking and nutrition education to members of your community. Enclosed you'll find information to help you gain a better understanding of what is involved with being an Idaho Foodbank Host Agency for Share Our Strength's Cooking Matters.

This packet covers the following topics:

- Cooking Matters Overview
- FAQs for Host Agencies
- Host Agency Guidelines and Responsibilities
- Host Agency Tasks and Scheduling Timeline
- *Cooking Matters for Adults* Curriculum Overview

Once you've had the opportunity to look through the information provided in this packet, please feel free to follow up via phone or e-mail with questions. We will work together to determine whether your agency is a good fit for our cooking-based nutrition courses and discuss the next steps for scheduling a course.

Sincerely,

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## Cooking Matters Overview

Share Our Strength's Cooking Matters™ is a cooking-based nutrition education program that teaches individuals and families how to prepare healthy, tasty meals on a limited budget.

Share Our Strength's No Kid Hungry campaign is ending childhood hunger in America by connecting kids in need with nutritious food and teaching families skills for healthier meals and healthier lives through its Cooking Matters program.

At The Idaho Foodbank our goal is to end hunger in Idaho, not just by providing emergency food, but also by instilling in people the knowledge and confidence necessary to be more self-sufficient in their food choices and behaviors. Through Cooking Matters and Cooking Matters at the Store, teams of volunteers challenge participants to reconsider food preferences and habits and teach cooking methods, nutrition, food safety, practical shopping and meal planning — skills that increase food security and quality of life.

Cooking Matters courses are comprised of six 2-hour sessions, with the same participant group and volunteer team each session. At the end of each session, adult and family (and sometimes teen) participants are given a bag of groceries with ingredients to recreate the day's recipe at home and practice their new skills.

### Quick Facts At-A-Glance

- Each course includes six 2-hour sessions.
- Four types of messages are covered in each class: cooking skills, healthy eating habits, food safety practices, and food resource management.
- Classes are taught by teams of volunteers, including a chef instructor, nutritionist, and classroom manager.
- Each course has 12-20 participants who commit to attending each class session.
- Cooking Matters provides several nationally-developed curricula to reach various populations. Each curriculum includes specific lessons, activities, and recipes to engage participants with information that is relevant to their lives.
- Professionally produced participant gifts and curriculum manuals, including recipes and reference materials, are provided to all class graduates at no charge.
- Each class includes hands-on meal and/or snack preparation for all participants.
- At the end of most adult and family (and sometimes teen) class sessions, participants receive a grocery bag with ingredients to practice new skills by recreating the dishes at home.
- All participants complete an end-of-course evaluation, maintained by Share Our Strength, to measure key behavior changes and provide feedback for program impact and suggested improvements.

## Course Curricula

- **Cooking Matters for Adults** teaches low-income adults how to prepare and shop sensibly for healthy meals on a limited budget. This curriculum is also available in Spanish.
- The Adults program can be paired with additional addenda:
  - *Cooking Matters™: A Supplement for Parents of Preschoolers*, focuses specifically on adults with preschool-age children
  - *Cooking Matters™: A Supplement for Wellness* offers specialized information for adults living with HIV/AIDS
  - *Cooking Matters™: A Supplement for Diabetes* offers specialized information for adults living with diabetes
    - Cooking Matters for Adults and the addendum for adults with preschool-age children are available in Spanish.
- **Cooking Matters for Parents** teaches low-income parents with young children how to prepare and shop sensibly for healthy meals on a limited budget. This curriculum is also available in Spanish.
- **Cooking Matters for Kids** teaches children in 3<sup>rd</sup> through 5<sup>th</sup> grade how to prepare healthy meals and snacks and to make smart choices wherever they go – at school, at home, at the store, or out to eat.
- **Cooking Matters for Families** brings school-aged children and their families together to learn about healthy eating, planning meals as a family, and working together in the kitchen. This curriculum is also available in Spanish.
- **Cooking Matters for Teens** teaches adolescents in 6<sup>th</sup> grade and above how to make healthy food choices and prepare healthy meals and snacks for themselves, their families, and their friends.
- **Cooking Matters for Child Care Professionals** teaches child care professionals how to prepare healthy meals and create a healthy food environment for the kids in their care.
  - *Cooking Matters EXTRA for Center-Based Child Care Professionals* is a supplement to the *Cooking Matters for Child Care Professionals* curriculum that focuses on reaching child care professionals working in a center-based versus home-based setting.
- **Cooking Matters at the Store** helps participants learn and practice skills that help them understand how to purchase fruits and vegetables on a budget, save money by comparing unit prices, and make healthier choices by reading food labels. This one-time, 2-hour class is a great way to reach participants who may be unable to commit to a full 6-week **Cooking Matters** course.
  - *Cooking Matters at the Store for Adults* is a guided grocery store tour that teaches low-income adults how to get the most nutrition for their food dollars.
  - *Cooking Matters at the Store for WIC Parents* offers a similar hands-on learning experience but focuses specifically on parents using the Special Supplement Program for Women, Infants, and Children (WIC).

## Host Agency Guidelines and Responsibilities

The following is excerpted from our Host Agency Agreement, which must be signed for a class to be scheduled with your agency.

- Serve students/clients who are low-income (low-income guideline set at 185% of the Federal Poverty Guidelines, or a student population with at least 50% enrollment in the free/reduced lunch program)
- Ensure that the teaching area is accessible at least 45 minutes before class begins, to allow for set up, and 45 minutes post-class to allow for clean-up.
- Provide a primary contact person to facilitate communication between the Idaho Foodbank and the Host Agency.
  - It is mandatory that the primary contact or their representative be present or easily reachable by phone during each class session.
  - The primary contact must be aware of the schedule for other programs, events, or activities going on at the facility to avoid time complications and conflicting use of space.
  - The agency contact is responsible for making sure the stove/oven and refrigerator work and that those areas which will be used for food preparation and washing dishes are cleared and cleaned before the start of each class.
- Recruit a minimum of 12 and a maximum of 20 participants per course.
- Maintain a participant attendance rate of at least 85% per class.
- It is the responsibility of the agency contact to recruit participants and promote consistent attendance. **A class may be cancelled if there are fewer than 10 participants during Week 1. We will not continue to offer Cooking Matters to agencies with less than an 85% graduation rate.** (Participants must attend at least 4 of the 6 classes in order to be considered graduates).
- New participants will not be allowed to begin a course after the second class session.
  - Graduates will not be allowed to repeat a Cooking Matters course series. They may, however, be eligible to participate in a course series that is different than one they have already taken.

## **New Host Agency Tasks and Scheduling Timeline**

New Host Agencies must complete the following steps to be considered for partnership with our program:

1. Read Host Agency Information Packet
2. Complete and submit the Host Agency Application to The Idaho Foodbank's Nutrition Education Coordinator
3. Participate in a follow-up call with program staff to discuss the application and answer any initial questions
4. Participate in a Host Agency site visit, conducted by Foodbank personnel, scheduled after approval of the application
5. If offered partnership with Cooking Matters, sign the Host Agency Agreement
6. Work with the Idaho Foodbank to schedule class(es) and recruit participants

Once the Host Agency Application is approved by The Idaho Foodbank, we will contact you to schedule the class series, sign the program agreement, and assist with recruitment materials.

### **Recurrent Courses**

Many agencies wish to regularly schedule courses (i.e. – quarterly, semi-annually) for their client base. Please discuss this with the Nutrition Education Coordinator for more information.

## **Frequently Asked Questions for Host Sites**

<b>Who hosts Cooking Matters Classes?</b>	Host agencies are schools or community-based organizations that wish to provide cooking and nutrition education to their low-income students/clients. A site must provide a teaching area, either on-site or at another location accessible to clients. Alternatively, an agency may provide transportation for class participants to a location commissioned by The Idaho Foodbank.
<b>Is there a set curriculum?</b>	Yes. Our curricula are developed by staff in Share Our Strength's Cooking Matters national office and include lesson plans, activities, handouts, and recipes. The nutrition content is based on MyPlate. Each class participant receives a copy of the curriculum for use during the class, and the curriculum is theirs to keep upon graduation.
<b>What is my agency's time commitment to operate a Cooking Matters course?</b>	Cooking Matters is based on 12 instructional hours (generally six weekly 2-hour class sessions). Classes are scheduled based upon the needs of the participants, instructors, host agency, and The Idaho Foodbank. Teaching space must be available at least 45 minutes prior to and 45 minutes following the class for set-up and clean-up. An orientation with instructors and agency staff takes place generally one week prior to the start of the course series.
<b>How are the classes structured?</b>	Each week, Cooking Matters lessons teach basic cooking techniques and discuss healthy eating habits and budgeting. Participants and instructors work together to prepare recipes that reflect the day's nutrition and food safety messages. At the end of each class, everyone sits down to share a meal. For some courses, the fifth class is a tour at a local grocery store where food budgeting, food selection, and reading nutrition labels are emphasized. During the final class there is a review and a graduation ceremony.
<b>Who participates in Cooking Matters classes?</b>	Classes are for those at risk of hunger or malnutrition due to inadequate income (or whose children are at risk of hunger or malnutrition). Class size ranges from 12-20 participants. Each host site is responsible for recruiting participants for their classes. Participants may not be charged for Cooking Matters classes. Cooking Matters is <i>not</i> a drop-in program—participants must plan to attend all six weeks of the class series.
<b>Is there a cost to my agency to partner with Cooking Matters?</b>	Cooking Matters is a turnkey nutrition education program: participants benefit from expert instructors, professionally developed texts, and practical, impactful nutrition and cooking lessons. A strong partnership with our host agencies is what makes Cooking Matters successful. Please consider your organization's ability to provide funds or resources for class operation. Refer to the Host Agency Application or contact the Cooking Matters coordinator for more information.
<b>Who teaches Cooking Matters classes?</b>	Classes are taught by teams of 2-4 instructors who are experienced professionals in the fields of culinary arts, nutrition, and/or education. At a minimum, an IFB representative will be present for the first and sixth class sessions.
<b>Are children permitted in the classrooms?</b>	Children under the age of 6 are not allowed in the classrooms. For the Cooking Matters for Adults curriculum, only adults are permitted in the teaching area. <i>When possible, host agencies should consider arranging child care if child care concerns may prevent participants from attending the class sessions.</i>
<b>What do participants receive as part of attending the classes?</b>	At the end of most Adults and Families classes, participants receive a bag of groceries containing the ingredients to prepare a learned recipe at home. During the last class, each graduate receives some small gifts and a certificate of completion. As well, graduates receive the class text book—a resource containing nutrition, food safety and food budgeting information, in addition to numerous healthy, low-cost recipes.

## SAMPLE PROGRAM OVERVIEW: COOKING MATTERS FOR ADULTS

Lesson	Goal	Objectives (Participants will...)	Handouts	Sample Recipes	Activities
<b>One:</b> Let's Get Cooking!	Introduce participants to tools they can use to choose and prepare healthy foods at home.	<ul style="list-style-type: none"> <li>Practice proper hand washing and basic knife safety.</li> <li>Prepare recipes with foods from multiple food groups.</li> <li>Discuss using recipes as a framework that can be adjusted to save money and improve health.</li> <li>Practice reading food labels.</li> </ul>	<ul style="list-style-type: none"> <li>MyPlate</li> <li>Knife Basics</li> <li>Cooking Terms</li> <li>Measure Up</li> <li>Making Recipes Work for You</li> <li>Reading Food Labels</li> <li>Portion Distortion</li> <li>Week One: Let's Get Cooking</li> </ul>	<ul style="list-style-type: none"> <li>Barley Jambalaya</li> <li>Chinese Veggies and Rice</li> <li>Pasta with Roasted Vegetables</li> <li>The Works Pizza</li> </ul>	Hands-on Cooking
<b>Two:</b> Choosing Fruits, Vegetables, and Whole Grains	Encourage participants to incorporate more fruits, vegetables, and whole grains into their meals.	<ul style="list-style-type: none"> <li>Discuss ways to enjoy a variety of colorful fruits and vegetables.</li> <li>Discuss the pros and cons of fresh, frozen, and canned fruits and vegetables.</li> <li>Prepare recipes using whole grains and different forms of fruits and vegetables.</li> <li>Practice identifying whole grain foods by reading label ingredient lists.</li> </ul>	<ul style="list-style-type: none"> <li>Vary Your Fruits and Veggies</li> <li>Fruits and Vegetables at Every Meal</li> <li>Delicious Dips and Spreads</li> <li>Veggies Three Ways</li> <li>Fresh, Frozen, and Canned</li> <li>Seasonal Fruits and Vegetables</li> <li>MyPlate Eating Plan</li> <li>Sub It In</li> <li>Great Whole Grains</li> </ul>	<ul style="list-style-type: none"> <li>Black Bean and Vegetable Quesadillas</li> <li>Fall Vegetable Salad</li> <li>Step-By-Step Pasta Dinner</li> <li>Step-By-Step Stir Fry</li> </ul>	Hands-on Cooking
<b>Three:</b> Healthy Starts at Home	Encourage participants to prepare more meals and snacks at home.	<ul style="list-style-type: none"> <li>Practice identifying healthier choices when eating convenience foods or eating away from home.</li> <li>Prepare healthier versions of popular convenience foods.</li> <li>Discuss the difference between healthy and unhealthy fats.</li> <li>Discuss making healthier choices in the Protein and Dairy groups.</li> </ul>	<ul style="list-style-type: none"> <li>Snack Smart</li> <li>Cook It Up Quick</li> <li>Packaged Food Makeover</li> <li>Eating Smart when Eating Out</li> <li>Lighten Up</li> <li>Keeping Food Safe</li> <li>Know Your Fats</li> <li>Seafood Secrets</li> <li>Counting Up Calcium</li> </ul>	<ul style="list-style-type: none"> <li>Baked Flaked Chicken</li> <li>Cheesy Hamburger Skillet</li> <li>Chicken Burger</li> <li>Sweet Potato Fries</li> </ul>	Activity: Blubber Burger Hands-on Cooking

## SAMPLE PROGRAM OVERVIEW: COOKING MATTERS FOR ADULTS (continued)

Lesson	Goal	Objectives (Participants will...)	Handouts	Recipes	Activities
<b>Four:</b> The Power of Planning	Encourage participants to plan healthy, low-cost meals to make the most of their food dollars.	<ul style="list-style-type: none"> <li>• Practice planning meals in advance.</li> <li>• Discuss the benefits of shopping with a list.</li> <li>• Prepare recipes using herbs and spices instead of salt.</li> <li>• Practice identifying breakfasts that can be made in 5 minutes or less.</li> </ul>	<ul style="list-style-type: none"> <li>• Menu Planning Basics</li> <li>• The Cooking Matters Pantry</li> <li>• Stocking Your Pantry</li> <li>• Spice It Up</li> <li>• Chill Out</li> <li>• How to Cut a Whole Chicken</li> <li>• Grab-and-Go Breakfasts</li> <li>• Week Four: The Power of Planning</li> </ul>	<ul style="list-style-type: none"> <li>• Chicken With Apples and Raisins</li> <li>• Frittata</li> <li>• Herb Roasted Chicken With Vegetables</li> <li>• Salmon Pasta Bake</li> </ul>	Activity: Ready, Set, Plan!  Hands-on Cooking
<b>Five:</b> Shopping Smart	Encourage participants to make smart choices when food shopping.	<ul style="list-style-type: none"> <li>• Practice comparing unit prices.</li> <li>• Practice the skills they've learned in class to save money and make healthier choices when food shopping.</li> <li>• Practice selecting a basket of healthy foods for \$10 or less.</li> </ul>	<ul style="list-style-type: none"> <li>• Compare Prices</li> <li>• Storing Fresh Fruits and Vegetables</li> <li>• Freezing Fruits and Vegetables</li> <li>• Bean Basics</li> <li>• Take the \$10 Challenge</li> <li>• Week Five: Smart Shopping</li> </ul>	<ul style="list-style-type: none"> <li>• Barley and Lentil Soup</li> <li>• Sweet Potato Shepherd's Pie</li> <li>• Turkey Chili With Vegetables</li> <li>• Turkey Tacos</li> </ul>	Activity: Grocery Store Tour  Activity: \$10 Challenge
<b>Six:</b> Recipe for Success	Celebrate Participants' accomplishments and progress in selecting and preparing healthy meals within their budget.	<ul style="list-style-type: none"> <li>• Taste and describe a variety of healthy beverages.</li> <li>• Discuss ways to be more physically active.</li> <li>• Review key nutrition, cooking, and food budgeting lessons.</li> <li>• Celebrate their success in selecting and preparing healthy, low-cost foods.</li> </ul>	<ul style="list-style-type: none"> <li>• Drink to Your Health</li> <li>• Fitness Fun</li> <li>• Weekly Activity Tally</li> <li>• Week Six: Recipe for Success</li> </ul>	<ul style="list-style-type: none"> <li>• Black Bean Brownies</li> <li>• Cranberry Walnut Coleslaw</li> <li>• Mango Salsa</li> <li>• Spaghetti and Meatballs</li> </ul>	Activity: Sugar Overload  Activity: Healthy Drinks Taste Test  Activity: Secret Ingredient Challenge  Hands-on cooking

**Although The Idaho Foodbank does not require income qualification for Cooking Matters participants, the guidelines below reflect a standard frequently used to define “low-income” for potential participants. At least 50% of participants *must* be low-income.**

**PARTICIPANT INCOME ELIGIBILITY GUIDELINES**

**(185% of Federal Poverty Threshold)**

October 1, 2018 – September 30, 2019

<b><u>Number of Household Members</u></b>	<b><u>Maximum Gross Household Income</u></b>	
	<b>Per Month</b>	<b>Per Year</b>
<b>1</b>	\$1,872	\$22,464
<b>2</b>	\$2,538	\$30,456
<b>3</b>	\$3,204	\$38,448
<b>4</b>	\$3,870	\$46,440
<b>5</b>	\$4,536	\$54,432
<b>6</b>	\$5,202	\$62,424
<b>7</b>	\$5,868	\$70,416
<b>8</b>	\$6,534	\$78,408

For each additional individual, add \$666/ month or \$7,992/year.

One pregnant woman counts as 2 household members.