**VISTA Assignment Description (VAD)**

**Title:** Summer and After School Food Programs Liaison  
**Sponsoring Organization:** Allegheny County Department of Human Services  
**Project Name:** Allegheny County Department of Human Services  
**Project Number:** 17VSAPA003  
**Project Period:** 05/14/2017 - 05/26/2018  
**Site Name (if applicable):**  
**Focus Area(s):**  
**Primary:** Healthy Futures  
**Secondary:**

**Goal of the Project:** Reduce missed meals and enhance participation in existing Summer and After School Food Program sites by increasing scale and reach capacity by identifying sub populations that are not as engaged, but with a need. In addition, determine high need communities that could benefit from food programming, but do not have an existing food site. Increasing food program participation allows more students access to highly nutritious meals, leading to a healthy and engaged student.

**Objective of the Assignment (Period of Performance: 08/26/17 – 09/27/17)**

Become oriented with the Allegheny County Department of Human Services, (ACDHS), Summer and After School Food Program, which includes program and site requirements, structure and history. VISTA members will research outreach and engagement best practice models, the population, history, demographics, poverty data and trends of each community with a food site, so VISTA members are equipped with a strong knowledge base.

**Member Activity:** VISTA members will receive On-site orientation and training to the Allegheny County Department of Human Services. VISTA members will also receive orientation to the After-School Food Program.

**Member Activity:** VISTA members will research and understand the Summer and After School Food Program requirements, through USDA guidelines, policy and procedures and other sources and research best practice models for food programming outreach and engagement through USDA and other available resources.

**Member Activity:** Research Food Program host sites community, history, population, demographics, poverty data and trends, so VISTA members will be knowledgeable of each community's specific strengths and need when working with and engaging the community. Coordinate with the Office of Data Analysis, Research and Evaluation (DARE) to better understand each community's demographics and history.

**Objective of the Assignment (Period of Performance: 09/28/17-02/28/18)**

VISTAs, after becoming oriented and knowledgeable about the Summer and After School Food program will begin visiting and engaging with Food Program sites and the communities in which they operate.

**Member Activity:** VISTAs will understand the operation, structure, resources, strengths and needs of Food Program sites by meeting with site leadership and participants.

**Member Activity:** Conduct community asset mapping, identifying the strengths, resources, assets and need of each community.

**Member Activity:** Explore interesting and exciting supplemental programs being offered to participants across Food Program sites and research and identify new potential programming ideas.
Member Activity: VISTA members will host focus groups with community members, participants and stakeholders to receive buy-in and feedback about the Food Program, including ideas that would engage new populations and increase participation through supplemental activities and outreach and engagement efforts.

Member Activity: VISTA members after conducting community asset mapping, research, community focus groups and community stakeholder meetings, will identify potential new Food Program host sites where need and opportunity exists.

Objective of the Assignment (Period of Performance: 03/01/18 – 08/25/2018)
Identify, new potential food program host sites where a need exists, assist current sites in developing an outreach and engagement plan and identify partnerships to develop supplemental programming to increase participation.

Member Activity: Assist Food Program sites develop outreach and engagement plans to increase participation and reach underserved populations. Provide strategies to implement new outreach and engagement plans.

Member Activity: Assist Food Program sites develop partnerships with human service organizations to co-locate/offer supports/programming throughout the year.