

MEMO

DATE: August 27, 2015

**FROM: Buster Lackey, Health and Nutrition Administrator
Joy Nolan, CACFP Program Manager**

TO: All CACFP AT-RISK Sponsors (Active and Inactive) and 2015 SFSP Sponsors

RE: This MEMO addresses the procedure in processing the 2016 CACFP At-Risk applications.

In an effort to ensure the health and safety of the participants in the CACFP-At Risk program as well as to protect the overall integrity of the program, The State Agency is taking the following steps in the application approval process:

The State Agency will be thoroughly reviewing each application individually to ensure program health, safety, integrity, viability, and capability.

Areas that have been identified as having an over saturation of sites will be subject to additional scrutiny. In addition, each site agreement will be verified for authenticity.

Sites will be evaluated to determine that children are being served according to USDA Federal Regulations 7CFR226.

All new and returning sites will be required to have a pre-operational visit conducted by the State.

As a reminder:

- It is the agreement holder's responsibility to provide verification of the community need and ensure the children requesting to be served do not exceed the percentage of children living within the community. The number of snacks and meals being requested will be verified by the State agency prior to application approval.
- Programs shall include detailed information in Section A of the Application for Participation (SNP5) for each site of the offered enrichment activities. All sites must provide an educational or enrichment activity in an organized, structured and supervised environment. The state agency will monitor program activities to ensure compliance with state and federal regulations.

Athletic Programs

- Organized athletic programs that only participate in interscholastic or community level competitive sports (for example, youth sports leagues such as "Babe Ruth" and "Pop Warner" baseball leagues, community soccer and football leagues, area swim teams, etc.) may not be approved as sponsors or independent centers in the Program. Students who are part of school sports teams and clubs can receive Afterschool Snacks or Meals as part of a broad, overarching educational or enrichment program, but the Program cannot be limited to a sports team [Fact

Sheet: *Athletic Programs and Afterschool Meals*, October 2, 2012]. “Additionally, Afterschool Programs that include supervised athletic activity may participate as long as they are “open to all” and do not limit membership for any reasons other than space, security or licensing requirements.” page 9 USDA At-Risk Afterschool Meals CACFP Program Handbook

- It is the agreement holder’s responsibility to ensure ALL fields in the application are completed fully and accurately. All necessary paper documents shall be uploaded into the online application in the appropriate spaces.
- Annual At-Risk training must be renewed every year. Any applicants with expired training will not be approved to participate until training is completed (Training includes training provided by the State to the responsible parties of the agreement and the training provided by the Institution (provider) to all site staff).

If you need assistance completing your application please contact the Health and Nutrition Unit to request training **1-800-482-5850 Ext. 28869**.