At-Risk Afterschool Meals

A Child and Adult Care Food Program Handbook

U.S. Department of Agriculture
Food and Nutrition Service
Revised July 2014

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Introduction

The at-risk afterschool meals component of the Child and Adult Care Food Program (CACFP) offers Federal funding to afterschool programs that serve a meal or snack to children in low-income areas.

Reimbursement for at-risk afterschool snacks has been available since the 1990s. However, reimbursement for at-risk afterschool meals was available only in a few States. The Healthy, Hunger-Free Kids Act of 2010 (P.L. 111-296) expanded the availability for at-risk afterschool meals to all States.

Legislative History

The first reimbursements for at-risk afterschool snacks were provided through demonstration projects beginning in 1994. Below is a brief overview of the laws that Congress has passed that have expanded the program over the years.

1994: *The Healthy Meals for Healthy Americans Act of 1994 (P.L. 103-448)*

- Authorized several demonstration projects, including a project providing snacks to children, between the ages of 13 and 18, in areas with high rates of violence or drug and alcohol abuse.

1998: *The William F. Goodling Child Nutrition Reauthorization Act of 1998 (P.L. 105-336)*

- Authorized CACFP reimbursement for snacks to children through age 18 in afterschool programs in all States.

2000: *The Agricultural Risk Protection Act of 2000 (P.L. 106-224)*

- Expanded the "at-risk" afterschool component of CACFP to allow reimbursement for meals for children through age 18 in afterschool programs in the following States: Delaware, Pennsylvania, Michigan, and Missouri. Two additional States, New York and Oregon, were selected by USDA on a competitive basis out of a pool of 10 applicant States.

2001: *The Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2002 (P.L. 107-76)*

- Authorized meal reimbursement for afterschool programs in Illinois.

2008: *2008 Consolidated Appropriations Act (P.L. 110-161)*

- Authorized meal reimbursement for afterschool programs in West Virginia.

2009: *The Fiscal Year 2009 Omnibus Appropriations Act (P.L. 111-8)*

- Authorized meal reimbursement for afterschool programs in Maryland and Vermont.

2009: *The Agriculture, Rural Development, Food and Drug Administration and Related Agencies Appropriations Act, 2010 (P.L. 111-80)*

- Authorized meal reimbursement for afterschool programs in Connecticut, Washington D.C., Nevada, and Wisconsin.

2010: *The Healthy, Hunger-Free Kids Act of 2010 (P.L. 111-296)*

- Expanded meal reimbursement for at-risk afterschool programs in all States.

Who Administers the Program?

The U.S. Department of Agriculture's (USDA) Food and Nutrition Service (FNS) administers CACFP at the national level. Within each State, the Program is administered by the State Department of Education or another agency designated by the State.

Locally, public or private non-profit organizations that want to "sponsor" the Program apply and are approved by the State agency to operate the Program. These sponsoring organizations (sponsors) sign an agreement with their State agency and are responsible for overseeing the program at the sites that they sponsor. Sponsors receive the Federal reimbursement through the State agency to cover the administrative and operating costs of preparing and serving meals to eligible children at their program sites. However, centers offering an afterschool program are not required to work with a sponsor to participate in CACFP. They may apply directly to the State agency and operate as an independent center.

About this Guidance

This handbook addresses CACFP requirements that apply to at-risk afterschool care centers. In this handbook, you will find information about:

- Eligibility requirements,
- How to apply to participate in the program,
- Meal patterns and food service requirements,
- Reimbursement,
- Recordkeeping requirements, and
- Monitoring requirements.

At-risk afterschool care centers provide a much-needed service to their communities. They give children a safe place to go after school and nutritious food that gives them the energy they need to concentrate on homework and join their friends in physical, educational, and social activities. FNS acknowledges the dedication and commitment of sponsors and centers to ensuring that

the meals claimed for reimbursement meet CACFP requirements, and that meal time is a pleasant, nutritious, and sociable experience for the children in their care.

Part 1: Eligibility Requirements

Organizations may participate in the at-risk afterschool meals component of CACFP as an independent afterschool program or through a sponsor. This section will explain which programs and individuals are eligible to participate in the at-risk afterschool meals component of CACFP.

A. Program Eligibility

To be eligible to participate in the at-risk afterschool meals component of CACFP either independently or through a sponsor, an afterschool program must:

- Be organized primarily to provide care for children after school or on the weekends, holidays, or school vacations during the regular school year (an at-risk afterschool center may not claim meals or snacks during the summer, unless it is located in the attendance area of a school operating on a year-round calendar);
- Provide organized regularly scheduled activities (i.e., in a structured and supervised environment);
- Include education or enrichment activities; and
- Be located in an eligible area (see Part1,SectionC) [7 CFR 226.2; 7 CFR 226.17a(b)].

Effective October 1, 2010, programs in all States that meet these requirements are eligible to receive reimbursement for meals and snacks served to eligible participants. Previously, programs in all States were eligible for reimbursement for snacks. However, only programs in certain States were eligible for reimbursement for meals.

Activities

Programs must provide educational or enrichment activities in an organized, structured and supervised environment. Although there are no specific requirements for the types of educational and enrichment activities that a program can offer, examples include, but are not limited to, arts and crafts, homework assistance, life skills, remedial education, organized fitness activities, etc. Organizations should contact their State agency for assistance in determining if an activity is eligible

> **Note:** there is no requirement that all children receiving meals participate in the offered activities

Institutions may contract with another organizations, including a for-profit entity to provide enrichment or educational activities for the afterschool program. However, the sponsor or

independent center must retain administrative and fiscal responsibility for the meal service. Furthermore, the sponsor or independent center must be the party that enters into the agreement with the State agency and must assume responsibility for meeting all meal service requirements, including ensuring that meals are served at eligible sites [CACFP 08-2012, *At-risk Afterschool Meals Component of the CACFP, Questions and Answers,* February 17, 2012].

A Word from our Sponsors…

Tips for expanding your reach:

- Churches do more than host summer programs. Work with your local places of worship to set up weeknight feeding sites in conjunction with their mid-week programs. Many of them are looking for ways to provide a free meal to youth.
- Libraries are more than books. Libraries provide safe places for kids and teens, offering after school programming such as tutoring and reading help. Work with your local library to provide after school snacks or meals.
- Partner with your local Kiwanis, Masons, PTA and other non-profit and civic groups to spread the word about afterschool meals and to find resources for activities.

Angela Jeppesen
Harvesters- The Community Food Network

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 reasons other than space, security, or licensing requirements. For example, an afterschool police athletic league program that uses sports and recreational activities to provide constructive opportunities for community youth could be approved to participate [7 CFR 226.17a(b)].

Special Needs Programs

At-risk afterschool programs that are designed to meet the special needs of enrolled children or that have other limiting factors may be eligible to participate. These could include programs for children who have learning disabilities or for those who are academically gifted. Other targeted programs may be eligible as well.

Weekends, Holidays, and Vacations

Under the CACFP at-risk afterschool meals component, meals and snacks may be reimbursed if they are served on weekends or holidays, including vacation periods (for example, spring break), during the regular school year only. Meals and snacks served through CACFP on weekends or holidays during the school year may be served at any time of day approved by the State [CACFP 08-2012, *At-Risk Afterschool Meals Component of the CACFP, Questions and Answers,* February 17, 2012].

In areas where schools operate on a year- round basis (i.e., the regularly scheduled school year is year-round), at-risk afterschool programs set up to serve children attending the year-round schools may receive reimbursement for meals and snacks through the CACFP all year [7 CFR 226.17a(b)(i)].

A Word from our Sponsors…

If you tread water, you are going to sink, but if you look for opportunities to grow you'll thrive. 1n 1991 we started with Summer Food Service Program and have since expanded into CACFP At-risk Afterschool Meals. Participating in both programs allows us to stay engaged and communicating with other organizations all year long. Plus the kids that are used to participating in the summer sites are going to those same sites after school, so it provides a seamless transition for the children we serve and their families.

Randy Moens
Fresno Economic Opportunity Commission

Summer Programs

At-risk afterschool programs that wish to continue operation over the summer months when school is not in session may be eligible to receive reimbursement for meals and snacks through the Summer Food Service Program (SFSP). Both organizations and communities benefit when meals are offered to children in low-income communities year-round by participating in both At-risk Afterschool Meals and SFSP. Organizations benefit from having the ability to hire year-round staff, a continuous flow of reimbursements providing additional financial stability, and recognition in the community as a stable source of services. Communities benefit by having a partner that provides year-round nutrition services for children and brings increased Federal funds into the local economy. Please contact your State agency for more information about SFSP.

B. Organization Eligibility

At-risk afterschool programs that meet the requirements above must be operated by an eligible organization to receive reimbursement. Eligible organizations are those that:

- Meet State and/or local licensing or health and safety standards (see Part 1, Section E);
- Are operated by public agencies, tax-exempt nonprofit organizations, for-profit organizations that meet the requirements described below, or are currently participating in another Federal program requiring nonprofit status [7 CFR 226.17a(a)].

For-Profit Centers

A for-profit child care center may receive reimbursement for at-risk afterschool meals and snacks if it meets the eligibility requirements discussed above, and is eligible to participate in CACFP through its traditional child care center. This means that at least 25 percent of the children served by the center through its traditional child care component:

- Are eligible for free or reduced price meals based on their family income; or

- Receive benefits under title XX of the Social Security Act and the center receives compensation under title XX.

This 25 percent threshold is based on the center's enrollment or the licensed capacity, whichever is less. It is calculated during the calendar month preceding application for Program participation. In addition, in order to claim reimbursement in any calendar month, the center must meet the 25 percent threshold in that month.

In determining a for-profit center's eligibility for at-risk afterschool meals program reimbursement, only the enrollment/licensed capacity of the traditional child care component of the center may be considered in calculating whether the center meets the 25 percent criterion.

> **EXAMPLE:** A for-profit child care center located in a low-income area has 32 pre-school children enrolled for care, and also operates an afterschool program for school-age children. The center would be able to claim reimbursement through CACFP for meals served under the traditional child care component and for afterschool snacks, in any month in which at least 8 of the 32 pre-school children are eligible for free or reduced price meals or are title XX recipients.

Traditional Child Care Centers

While the at-risk component of CACFP is primarily geared towards non-traditional child care centers such as drop in afterschool programs, traditional child care centers already participating in CACFP also may participate. In this situation, children would attend the center after their school day or on weekends, holidays, or school vacation. Children who do not attend school would continue to participate in the traditional CACFP meal service provided by the center, even during the "afterschool" hours.

Centers operating both the traditional and at-risk components of the CACFP may only claim a total of two meals and one snack or one meal and two snacks, per child per day, including the afterschool snack [7 CFR 226.17a(k)].

Schools

Many afterschool programs are operated by school food authorities at school sites. There are policies in place to streamline at-risk afterschool meal participation for school food authorities (See: F. Application Process for School Food Authorities Participating in NSLP).

A school that operates longer than the traditional school day may be eligible for at-risk afterschool meal reimbursement, provided that it operates a school day that is at least one hour longer than the minimum number of school day hours required for the comparable grade levels by the local educational agency in which the school is located [CACFP 01-2011, *Eligibility of Expanded Learning Time Programs for Afterschool Snack Service in the National School Lunch Program (NSLP) and the Child and Adult Care Food Program (CACFP),* January 21, 2011].

A Word from our Sponsors…

Target the high school population and serve suppers after school. Most high schools have robust afterschool activities. Students often eat in a common area and then go to their activities. The Site Coordinator (counselor or teacher) can lessen their burden by recruiting high school students to help set up the meal service, clean tables, and put meals away. Clubs and booster clubs are also good sources for help. Include the high school students in the site training to include their perspective and gain input. High school students are a hidden population, often not reaching out for help when they are hungry, and are at high risk to go without an evening meal.

Angela Jeppesen
Harvesters- The Community Food Network

Generally, programs that serve only residential children (with the exception of homeless shelters) are not eligible to participate in CACFP. However, a residential facility may be eligible

to serve at-risk afterschool meals if it has non-residential care programs and these programs offer afterschool education and enrichment programs for nonresidential children [CACFP 08-2012, *At-Risk Afterschool Meals Component of the CACFP, Questions and Answers,* February 17, 2012].

C. Area Eligibility

As noted above, to be eligible to participate in the at-risk afterschool meals component of CACFP, a program must be located in an eligible area. This means that the site is located in the attendance area of a public school (an elementary, middle, or high school) where at least 50 percent of the students are eligible for free or reduced price meals under the NSLP. This is referred to as "area eligibility." State agencies have current area eligibility data for all public schools to help determine if a site is area eligible [7 CFR 226.17a (i)].

> **EXAMPLE:** If a Boys and Girls Club is located in the attendance area of a high school with less than 50 percent free or reduced price enrollment but is also in the attendance area of a middle school where 50 percent or more of the enrolled children are certified as eligible for free or reduced price meals, then the Boys and Girls Club at-risk afterschool program would be area eligible.

Only data from appropriate neighborhood school(s) may be used to establish a site's area eligibility; district wide data may not be used.

Area eligibility determinations must be based on the total number of children approved for free and reduced-price school meals for the preceding October, or another month designated by the National School Lunch Program (NSLP) State agency. State agencies have the discretion to use school data from a more recent month in the school year to establish eligibility for an otherwise ineligible location [CACFP 02-2014, Use of School and Census Data, November 12, 2013]. A site's area eligibility determination made under CACFP is valid for 5 years [7 CFR 226.17a(i)(3)].

> **EXAMPLE:** If a site is determining area eligibility in August 2014, the most current October data would be October 2013. However, if data from October 2013 did not establish eligibility, but data from March 2014 did, the State would have the discretion to use the March data to establish eligibility. In both cases, eligibility would continue through August 2019.

Organizations should contact the State agency that administers the CACFP to obtain free and reduced price school enrollment data. NSLP State agencies are required to provide to the CACFP State agency a list of area eligible schools each year [7 CFR 210.19(f)].

> **NOTE:** Area eligibility based on school data as described above is the ONLY method for establishing site eligibility. Census data may not be used to determine area eligibility in the at-risk afterschool meals component of CACFP. Sites also may not collect participant income information to establish eligibility.

If an afterschool program is not area eligible, it may qualify to participate in CACFP as an Outside School Hours Care Center (OSHCC). OSHCCs, like at-risk afterschool care centers, provide organized nonresidential child care services to children during hours outside of school.

Please see attachment for information about the differences between OSHCCs and At-risk Afterschool Care Centers [CACFP 08-2012, *At-Risk Afterschool Meals Component of the CACFP, Questions and Answers,* February 17, 2012].

Private and Charter School Data

Because most private schools (and some charter and magnet schools) do not have defined attendance areas, generally private school free and reduced price enrollment data may not be used to determine area eligibility. However, if an at-risk afterschool program site is located in a private school, then that site may use the free and reduced price enrollment data for that private school, or free and reduced price enrollment data for the public school attendance areas in which the private school is located, to qualify as an area eligible site.

In areas that do not have specific assigned schools but allow children to enroll in any of the area schools, at-risk afterschool care programs located in school buildings should use the free and reduced price enrollment data from the school they are located in to determine area eligibility. FNS will work with State agencies on a case-by-case basis to determine the area eligibility of at-risk afterschool programs operating in non-school sites in areas with unassigned attendance areas [CACFP 08-2012, *At-Risk Afterschool Meals Component of the CACFP, Questions and Answers,* February 17, 2012].

Busing

If an at-risk afterschool program is located in an area that has mandated busing of students, site eligibility based on school data may be determined using one of two methods. Eligibility may be based on the enrollment data obtained for the:

- school the children attend and are bused to, or
- school the children would have attended were it not for the school's busing policy (the neighborhood school where the children live)

A site may be determined area eligible in situations as described above only if the SFA can document the percentage of children eligible for free and reduced-price meals at each school before and after students are reassigned. The same method of determining site eligibility must be used for all sites participating under that program sponsor to avoid duplicate counting [CACFP 02-2011, *Effects of Busing on Area Eligibility in Child and Adult Care Food Program,* December 6, 2010].

Emergency Shelters

Emergency shelters are not required to prove that they are located in a low-income area to participate in the at-risk afterschool meals component of CACFP. Emergency shelters that operate afterschool programs with education or enrichment activities for homeless children and youth during the school year may participate without regard to location [7 CFR 226.2 Definitions].

D. Participant Eligibility

At-risk afterschool programs may claim reimbursement only for meals and snacks served to children who participate in an approved afterschool program and who are age 18 or under at the start of the school year. Programs may be either drop-in or enrolled. Reimbursement also may be claimed for participants who turn age 19 during the school year [7 CFR 226.17a (c)]. There is no age limit for persons with disabilities [7 CFR 226.2 Definitions].

Federal law has no minimum age for at-risk participants. Meals and snacks served to children who are enrolled in preschool, Head Start, Even Start, etc., and who are participating in an eligible afterschool program are eligible for reimbursement.

> **EXAMPLE:** Serving lunch to children after half-day kindergarten or a half-day Head Start Program is allowable through the at-risk afterschool meals component of CACFP because their school day has ended. However, before approving an institution to operate such a program, States should ensure that the same children who are receiving lunch in the at-risk afterschool program are not being served lunch in school as well

Although the at-risk program is available to children of all ages, there is no requirement that each facility must serve the full age range of eligible children. For example, a program could operate at a high school and serve only high school age students [CACFP 08-2012, *At-Risk Afterschool Meals Component of the CACFP, Questions and Answers,* February 17, 2012].

E. Licensing and Health and Safety Requirements

Federal law does not require licensing for centers participating in the at-risk afterschool meals component of CACFP. However, States or local jurisdictions may require licensing. If there is no State or local requirement for licensing, then afterschool care programs must meet State or local health and safety standards.

Organizations should check with their CACFP State agency to determine the requirements they must meet to participate in the at-risk afterschool meals program in their community [7 CFR 226.17a(d).

Schools that participate in the NSLP or School Breakfast Program (SBP) do not have to meet any additional health and safety requirements to participate in the at-risk afterschool meals component of CACFP [CACFP15-2012,*Child and Adult Care Food Program (CACFP): Health and Safety Standards for Outside-School-Hours Care Centers (OSHCCs) and At-Risk Afterschool Care Centers,* May 9, 2012].

F. Questions and Answers

1. **If area eligibility was determined by a school that closes, may census data be used instead?**

   No. CACFP regulations require that, except for emergency shelters, at-risk afterschool programs must be located in the attendance area of a public school (an elementary, middle, or high school) where at least 50 percent of the students are eligible for free or reduced price meals under the NSLP. However, school data is valid for a period of five years, so, once a center qualifies based on school data, it would be eligible for the remainder of the five-year period even if the school closes during that period.

2. **I run an afterschool program that is not in an eligible area, but 50 percent of the children I serve receive free and reduced price school meals. Is my center eligible to participate in the program?**

   No. CACFP regulations require that, except for emergency shelters, at-risk afterschool programs must be located in the attendance area of a public school (an elementary, middle, or high school) where at least 50 percent of the students are eligible for free or reduced price meals under the NSLP.

3. **How is area eligibility determined for at-risk programs located in school districts that have elected the Community Eligibility Option (CEO)? Are all school buildings considered over 50 percent?**

   For the purposes of determining area eligibility for CACFP and SFSP, district-wide CEO determinations may not be used. CACFP and SFSP require area eligibility determinations to be made on the basis of individual schools [7 CFR 226.2 Definitions, 7 CFR 225.2 Definitions]. Although an entire school district may elect CEO, there may be schools within the school district that fall below the 50 percent free and reduced price meals threshold required for CACFP.

   As required by §210.9(b), SFAs must provide the NSLP State agency with a list of schools under its jurisdiction in which 50 percent or more of enrolled children have been determined eligible for free or reduced price meals as of the last operating day the preceding October. If a school district has elected CEO, the NSLP State agency is still required to provide individual school data to the CACFP State agency. Because the 1.6 multiplier is intended to provide an estimate of the total number of students eligible for free and reduced price meals in the eligible schools, the product of the identified student percentage multiplied by 1.6 is the percentage that will be used for area eligibility purposes for CACFP and SFSP (SP 12-2012, *Community Eligibility Option: Guidance and Procedures for Selection of States for School Year 2012-2013,* February 2, 2012*)*.

4. **Can a school system participating in both the SBP/NSLP and the at-risk component of the CACFP receive reimbursement under CACFP for a meal and snack served to children who also received breakfast and lunch under the SBP/NSLP?**

   Yes. Based on the nature of the at-risk afterschool meals component of CACFP, the expectation is that most of the participating children attend school and receive free and reduced price meals. With that in mind, schools that serve children meals through NSLP are

eligible for reimbursement for a meal and a snack served to children in an at-risk afterschool program through CACFP. However, schools may not serve children an afterschool snack through NSLP and then serve those same children an additional snack through CACFP.

5. **Are there any restrictions on afterschool programs switching from CACFP at-risk during the school year to the Summer Food Service Program (SFSP) during the summer when school is not in session?**

Generally, programs that participate in CACFP at-risk during the school year would be eligible to continue to serve those children who are age 18 or under through SFSP during the summer when school is not in session, subject to approval of their SFSP application by the State agency.

However, a traditional child care center that also serves at-risk afterschool meals and/or snacks (i.e., the center has enrolled pre-school children in care during the day, but also serves at-risk afterschool meals and/or snacks to school-age children) must comply with FNS Instruction 782-4, rev. 3. This instruction states that traditional child care centers may only claim some or all of their meals under SFSP during the summer when there is a substantial change in program activities or a significant increase in enrollment. Institutions approved to participate in both the CACFP and the SFSP must ensure that the same children are not served meals in both programs, and separate records must be kept for each program.

If a traditional child care center did not substantially change its activities or significantly increase its enrollment during the summer months, it could only receive reimbursement through SFSP for meals served to children who participate in the afterschool program during the school year. Such a center would receive free, reduced price, and paid reimbursement through CACFP for all other children enrolled for care (through the age of 12).

Per FNS Instruction 782-4, rev. 3, the determination to either approve the institution for participation in both the CACFP and SFSP or solely for the CACFP should be based on the institution's program objectives.

6. **Do at-risk sites have to choose which meal they will serve or can they serve different meals to different groups of children or on different days?**

At-risk sites may serve up to one meal and one snack per child per day. This could be any meal and they may serve different meals on different days or to different groups of children. For example, a site could serve lunch and a snack to children who attend half-day kindergarten and then serve a snack and supper to older children who attend a full day of school.

7. **Can an at-risk afterschool program charge "tuition," similar to a traditional child care center?**

Similar to non-pricing child care centers, there may be a fee for the care provided or a "tuition" charge, but there can be no separate charge for the food service. Although the regulations do not specifically prohibit or specifically authorize tuition charges, should the State agency encounter a situation where a substantial participation fee is being charged that might adversely affect the ability of needy children to participate, the State agency will consult with their Regional Office prior to approving participation

Part 2: Applying to Participate in the Program

This section provides information on the application process for participation in the at-risk afterschool meals component of CACFP.

A. Application Procedures for New Institutions

Organizations must submit an application (written or electronic) to the State agency to participate in the at-risk afterschool meals component of CACFP. Applicants must describe how they meet the eligibility criteria (see Part 1). The State agency will do a pre-approval visit of private nonprofit and for-profit institutions to confirm the information in the application and to further assess the institution's ability to manage CACFP [7 CFR 226.6(b)(1)]. State agencies may waive the requirement for pre-approval visits for centers that operated as SFSP sites [CACFP 12-2013, *Transitioning from the Summer Food Service Program to the Child and Adult Care Food Program At-risk Afterschool Meals,* May 31, 2013].

The following components must be included in a new institution's application:

Confirmation of Area Eligibility of Centers

Sponsors must submit a list of all applicant afterschool centers and documentation showing that the centers are located in eligible areas. Independent centers also must provide documentation that they are located in an eligible area [7 CFR 226.17a (e)].

Applicant organizations should contact the State agency that administers CACFP to obtain free and reduced price school enrollment data for proof of area eligibility. NSLP State agencies are required to provide to the CACFP State agency a list of area eligible schools each year.

Non-discrimination Statement

Sponsors and independent centers must submit a non-discrimination policy statement and a media release unless the State agency has issued a statewide media release on behalf of all institutions [7 CFR 226.6 (b)].

Management Plan

Sponsors must submit a management plan that includes:

- Detailed information on the organization's management and administrative structure;
- An administrative budget that includes projected CACFP administrative earnings and expenses and demonstrates the institution's ability to manage Program funds;

- Sponsors' budgets may not have administrative costs higher than 15 percent of the year's estimated meal reimbursements. States may waive this limit, but waivers should only be granted if the sponsor provides

  justification that it needs Program funds in excess of 15 percent, and the State agency is convinced that the institution will have adequate funding to provide high quality, nutritious meals and snacks.

- A list or description of the staff assigned to Program monitoring; and

- The procedures that the organization will use to administer the Program and that sponsors will use to disburse payments to sponsored child care facilities [7 CFR 226.6 (b)].

NOTE: School food authorities that are already successfully participating in the NSLP are not required to submit a separate management plan or budget [CACFP 04-2013, *Streamlining At-Risk Afterschool Meal Participation for the School Food Authorities,* November 28, 2012]. Additionally, management plans are not required as part of the application if the institution intends to sponsor only one facility [CACFP 11-2007, *Accommodations for Non-Traditional Program Operators,* July 3, 2007].

Documentation of Licensing/Approval

All sites must show that they meet State or local licensing requirements, if applicable. If there are no State or local licensing requirements, sites must show that they meet local health and safety standards [7 CFR 226.17a (e)].

Documentation of tax-exempt status

All private nonprofit institutions must provide documentation of their tax-exempt status under the Internal Revenue Code of 1986 [7 CFR 226.6 (b)].

Preference for commodities/cash in lieu of commodities

The USDA donates commodities to States and States make those commodities available to institutions. Institutions must indicate in their application if they prefer commodities or cash in lieu of commodities. Each year, State agencies must provide institutions with information about foods that will be available that year. This information is provided to the State agency by FNS [7 CFR 226.6 (h)].

Providing benefits to unserved facilities or participants

Sponsoring organizations must show documentation indicating that they meet their State's criteria for ensuring delivery of benefits to otherwise unserved facilities or participants.

Ineligibility for other publicly funded programs

If an institution or any of its principals are included on the CACFP National Disqualified List (NDL) or have been declared ineligible for any other publicly funded program for violating that program's requirements, States must deny their application.

So that States can make this determination, institutions must submit:

- A statement listing the publicly funded programs in which the institution and its principals have participated during the past 7 years; and
- A certification that during the last 7 years, neither the institution nor its principals have been declared ineligible to participate in any other publicly funded program by reason of violating that program's requirements; or
- Instead of certification, an institution may provide documentation that it was later reinstated or determined eligible for the program, including the payment of any debts owed.

Information on criminal convictions

If an institution or any of its principals have been convicted of any activity related to lack of business integrity in the past 7 years, a State agency may not approve the application. A lack of business integrity includes fraud, antitrust violations, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, receiving stolen property, making false claims, obstruction of justice, or any other related activity as defined by the State.

Certification of Truth in Application and Submission of Names and Address

Institutions must certify that all information on the application is true and correct, along with the name, mailing address, and date of birth of the institution's executive director and chairman of the board of directors.

Outside Employment Policy

Sponsors must submit an outside employment policy restricting other employment by employees that interferes with an employee's performance of Program duties and responsibilities.

Bond

Sponsors must submit a bond, if required by State law, regulation, or policy.

Compliance with Performance Standards

An applying Institution must demonstrate that it can comply with the following performance standards:

- Financial viability and financial management

  1. Institutions must document that participation will help ensure the delivery of benefits to otherwise unserved facilities or participants.

  2. Institutions must demonstrate that they have the financial resources to operate the Program on a daily basis and adequate funds to withstand temporary interruptions in Program payments and/or fiscal claims.

  3. Costs in the institution's budget must be necessary, reasonable, allowable, and appropriately documented.

- Administrative capability

  1. Institutions must have an adequate number and type of qualified staff.

  2. Sponsors must employ enough staff to meet the monitoring requirements (one full-time staff person for each 25-150 centers it sponsors) [7 CFR 226.16(b)(1)].

  3. Sponsors must have written policies and procedures that assign responsibilities and duties, and ensure compliance with civil rights requirements.

- Program accountability

  1. Nonprofit institutions must have adequate oversight by the governing board of directors.

  2. The institution must have a financial system with management controls in writing. For new sponsors these written policies must ensure:

     a) Fiscal integrity and accountability for all funds and property received, held, and disbursed;

     b) Integrity and accountability of all expenses incurred;

     c) That all claims will be processed accurately , and in a timely manner;

     d) That funds and property are safeguarded and used, and expenses incurred, for authorized Program purposes; and

     e) That a system of safeguards and controls is in place to prevent and detect improper financial activities by employees.

3. Institutions must maintain records to document compliance with Program requirements, including budgets, accounting records, approved budget amendments, and for sponsors, management plans.

4. New sponsors must document in their management plan that they will:

   a) Provide adequate and regular training of staff and sponsored centers;

   b) Perform monitoring to ensure centers are appropriately operating the Program; and

   c) Have a system in place to ensure that administrative costs funded from the Program do not exceed 15 percent of estimated or actual meal reimbursements.

5. Independent centers and sponsored facilities must have practices in place to ensure that the meal service, recordkeeping, and other Program requirements are performed properly. These practices must be documented in the application of independent centers or the sponsor management plans and must document that centers will:

   a) Provide meals that meet meal pattern requirements;

   b) Comply with any licensing and health and safety requirements;

   c) Have a food service that complies with applicable State and local health and sanitation requirements;

   d) Comply with civil rights requirements;

   e) Maintain complete and appropriate records on file; and

   f) Claim reimbursement only for eligible meals.

State Agency Review of Applications

The State agency must determine the eligibility of each at-risk afterschool program based on the information included in the application. The State agency also must determine the area eligibility of independent at-risk afterschool care centers [7 CFR 226.17a (f)].

State agencies must notify institutions in writing if they have been approved to participate in the Program within 30 days of receipt of a complete application [7 CFR 226.6(b)].

Agreement

Once the State agency has approved an organization's application, the State agency and the sponsor or independent center will enter into a permanent agreement. The agreement must describe the approved at-risk afterschool care program(s) and list the approved facilities. The agreement also must require the institution to comply with applicable requirements.

Although the agreement is permanent, it may be terminated for cause by the State agency if the institution does not comply with Program requirements [CACFP 07-2011, *Permanent Agreements in the Summer Food Service Program and the Child and Adult Care Food Program,* January 14, 2011].

State agencies that administer more than one Child Nutrition Program are required to enter into a single agreement with SFAs that operate more than one Child Nutrition Program [7 CFR 225.6(e)].

> **EXAMPLE:** If an SFA is already participating in NSLP and wishes to offer the at-risk afterschool meals component of CACFP, the State agency could simply add an addendum to the existing agreement [CACFP 04-2013, *Streamlining At-Risk Afterschool Meal Participation for School Food Authorities,* November 28, 2012].

State agencies are also strongly encouraged to enter into a single agreement with other sponsors operating more than one Child Nutrition Program, including SFSP. Therefore, if the same State agency administers both CACFP and SFSP, SFSP sponsors interested in offering afterschool meals through CACFP during the school year are required only to sign an addendum to the existing SFSP agreement. In States where CACFP and SFSP are administered by different State agencies, sponsors must enter into an agreement with both State agencies. However, the State agencies are encouraged to work together to share information and streamline the agreement process.

B. Annual Information Submission Requirements for Experienced Institutions

As a result of the passage of the Healthy, Hunger-Free Kids Act of 2010, renewing institutions are no longer required to submit renewal applications on a periodic basis. Instead, renewing institutions are required to annually provide:

- Updated licensing information for each independent center and facility participating in CACFP (the State may choose to get this information directly from the State licensing agency);
- Certification that any information previously submitted to the State is current (see http://www.fns.usda.gov/cnd/Care/Regs-Policy/policymemo/2011/CACFP-19-2011.pdf for a prototype certification);
- For sponsors, a budget for the upcoming year and, if required by the State agency, a budget for independent centers;
- A media release announcing the availability of meals and snacks at no charge to the institution's attendance area (unless the State chooses to issue a statewide media release);

- Area eligibility data for each new center (or centers whose five-year qualification period is expiring), which may include the most recent free and reduced-price school data and attendance area information which it has obtained, or verified with the appropriate school officials to be current, within the last school year [7 CFR 226.17a (g)].

C. Changes to Participating Centers

Independent centers or sponsors must notify the State agency of any substantive changes to the at-risk afterschool program, including changes to existing sites, contact information, and key staff. Sponsors that want to add new at-risk afterschool centers must provide the State agency with information indicating that the new centers meet Program requirements, including area eligibility [7 CFR 226.17a (h)]. These centers must be approved by the State agency before claims may be submitted**.**

D. Application Process for Institutions Participating in Other CACFP Components

If an institution is already participating in CACFP and wants to add at-risk afterschool meals and/or snacks, the agreement with the State agency must be amended to reflect this additional meal service and its requirements.

E. Application Process for Summer Food Service Program Sponsors

A streamlined process that eliminates duplicative application requirements is in place for SFSP sponsors in good standing that wish to apply to participate in CACFP for the first time. Sponsors considered in good standing are those that are not currently seriously deficient in their operation of the SFSP.

Because SFSP sponsors are already familiar with operating a Child Nutrition Program, they are not required to provide documentation that they have practices in place to ensure that the meal service, recordkeeping, and other Program requirements are performed properly. Successful operation of SFSP provides evidence of this performance standard.

Management plans are not required as part of the CACFP application unless the institution intends to sponsor more than one facility. In addition, at-risk centers are afforded latitude with regard to budgets. The level of budgetary detail requested should be commensurate with the size and scope of the applicant.

CACFP sponsoring organizations are required to provide documentation indicating that they meet their State's criteria for ensuring delivery of benefits to otherwise unserved facilities or participants. Because States already have a priority system in place for selecting SFSP sponsors to eliminate an overlap in service, States generally need not require existing SFSP sponsors applying to participate in CACFP to provide any further documentation of providing benefits to unserved facilities or participants.

Additionally, the following are required for participation in SFSP and therefore are not required to be produced as part of the CACFP application process:

- *Confirmation of Area Eligibility of Centers:* SFSP sites that establish area eligibility through the use of school data may use their area eligibility determination for SFSP and CACFP afterschool meals for a period of five years. There is no need to re-establish area eligibility for CACFP.

A Word from our Sponsors…

The Northern Illinois Food Bank has been participating as a sponsor of both the At-Risk portion of the Child and Adult Care Food Program (CACFP) and the Summer Food Service Program (SFSP) for almost 10 years. As a sponsor of both programs we have the opportunity to maximize the number of sites and children we reach throughout the year by providing food during the school year and summer for each program respectively. Many of our partner sites participate in both programs, which is a great benefit to us as a sponsor. The more consistency there is in the sites we partner with, the better the relationship we have, which has proven to be one of our greatest assets as a sponsor. Additionally, we have found that the more frequent the contact with our partner site staff members and the better they get to know the staff of the Northern Illinois Food Bank, the more accountable they hold themselves to program compliance. For many of our partners, the annual trainings for each program are the only real indication that we have moved from one program to another.

Tracy Kelsey
Child Nutrition Program Manager
Northern Illinois Food Bank

However, because area eligibility for CACFP At-risk Afterschool Meals must be based on school data, SFSP sites that established eligibility using Census data or based on income eligibility forms must provide additional documentation indicating that they are area eligible based on school data.

- *Non-discrimination Statement:* SFSP sponsors are not required to resubmit a non-discrimination policy statement to participate in the CACFP.

- *Media Release:* If the media release submitted for SFSP indicated that the sponsor offers year-round meal services, an additional media release for CACFP is not required.

- *Health and Safety Inspections:* Where the State or local health and safety inspection standards for at-risk afterschool centers and SFSP feeding sites are the same, CACFP State agencies may accept documentation of a current inspection obtained by a sponsor for SFSP.

- *Documentation of Tax-exempt Status:* Private nonprofit organizations are not required to resubmit documentation of tax exempt status for CACFP when such documentation was submitted for purposes of participation in SFSP.

These simplifications are easiest to implement when the same State agency administers both the CACFP and SFSP. However, in States where the CACFP and SFSP are administered by separate

agencies, FNS has encouraged the CACFP and SFSP State agencies to collaborate and share information where applicable to continue to streamline participation [CACFP 12-2013 Transitioning from the Summer Food Service Program to Child and Adult Care Food Program At-risk Afterschool Meals, May 31, 2013].

F. Application Process for School Food Authorities Participating in NSLP

The requirements for school food authorities (SFAs) that provide afterschool meals are more flexible because they are already operating another Child Nutrition Program. When applying to participate in CACFP, SFAs that have successfully operated the NSLP are not required to provide additional evidence of administrative capability and financial viability. Additionally, State agencies may waive the requirement for SFAs to submit a separate management plan and budget for CACFP. SFAs have additional flexibility relating to the meal patterns (see Part3, Section E).

State agencies may accept a copy of the NSLP application from SFAs that wish to participate in the at-risk afterschool meals component of CACFP. However, the State agency must ensure that additional information required by 7 CFR 226.6(b) that is not captured by the NSLP application or otherwise available to the State agency is obtained. This might be accomplished by creating an addendum to the NSLP application that includes the additional information required for participation in CACFP:

- *The names, mailing addresses, and dates of birth of the responsible principals and individuals*. For SFAs, responsible principals and individuals include, at a minimum, the school food service director and accountant, and the responsible administrator (principal or superintendent).

- *Documentation of eligibility.* CACFP State agencies must obtain documentation indicating that each school that will be offering at-risk afterschool meals through CACFP offers educational or enrichment activities and is a school where at least 50 percent of the children are eligible for free or reduced price school meals or is located in the attendance area of an eligible school as required by 7 CFR 226.17a(a).

- *Preference for commodities/cash in lieu of commodities.* The CACFP State agency must determine whether the SFA prefers commodities or cash in lieu of commodities unless the State agency has received approval to provide cash-in-lieu of commodities for all institutions.

- *Ineligibility for other publicly funded programs.* SFAs must provide a list of all Federal programs in which they participate. Additionally, the SFA must certify that during the last seven years, the SFA and the individual responsible for the food service have not been:

    - declared ineligible to participate in any other publicly funded program by reason of violating that program's requirements or provide documentation that it was later reinstated or determined eligible for the program; or

    - convicted of any activity that indicated a lack of business integrity.

- *Certification.* The SFA must submit a certification that all information on the application is true and correct, along with the name, mailing address, and date of birth of the individual authorized to sign for the SFA [7 CFR 226.6(b)(1)].

G. Questions and Answers

1. **Because agreements between States and sponsors are permanent, is it necessary to provide free and reduced price school data in subsequent years of operating the Program?**

   Yes. Sponsors must still verify eligibility of centers and area eligibility determinations remain valid for five years. “Permanent” is intended solely to convey that the agreement has no predetermined expiration date and does not need to be renewed.

2. **How do I demonstrate that I am serving an unserved population?**

   Institutions must demonstrate in the management plan that their participation will help ensure benefits to otherwise unserved facilities or participants. States establish their own criteria for determining if an applicant’s participation will benefit unserved facilities or participants.

3. **For a school or organization that is already participating in CACFP and now wants to provide at-risk afterschool meals and/or snacks, does its agreement with the State agency need to be amended?**

   Yes. Once the State agency approves an institution’s application to provide at-risk afterschool meals and/or snacks, the agreement with the State agency needs to be amended to reflect this additional meal service and its requirements. This can be accomplished by signing a simple addendum to the CACFP or NSLP agreement.

Part 3: Meal Patterns and Food Service

The CACFP meal patterns require at-risk afterschool centers to serve meals that meet the nutritional needs of children, are consistent with the Dietary Guidelines for Americans, and are appetizing. Meal pattern requirements assist the menu planner in providing well-balanced meals and snacks that provide the appropriate amount of energy and nutrients a child needs during critical stages of growth.

There are no Federal requirements regarding the timing of meal service, though States may establish meal time requirements. There is no federally mandated time limit between the end of school and the meal service or a requirement for the order of meal and snack service, but the service of a meal or snack must occur during the operation of the school's afterschool care program [7 CFR 226.20(k)].

The charts that follow show the required components for snacks and meals, with the minimum required serving sizes. Because older children have greater food needs, sponsors may serve larger portions to satisfy a child's appetite. Please remember that all food components (menu items) must be served to each child all at the same time (plated together) except in the case of school sponsors that elect to use offer versus serve (OVS) (see Part 3, Section E).

A. Meal Patterns for Children

The chart below lists the meal pattern requirements for children 6 to 12 years old for breakfast, lunch, supper, and snack. Meal patterns for younger children are available at http://www.fns.usda.gov/cnd/Care/ProgramBasics/Meals/Meal_Patterns.htm. Children ages 13 through 18 must be served minimum or larger portions specified for children 6 through 12.

Child Meal and Snack Requirements

***Please Note**: For snacks, 2 of the 4 components must be provided for a meal to qualify as reimbursable.*

Food Components for Ages 6-12	Breakfast	Lunch/Supper	Snack
Milk			
Milk, fluid low fat or non-fat	1 cup	1 cup	1 cup
Vegetables and/or Fruits			
Vegetable(s) and/or fruit; **or**	½ cup	¾ cup	¾ cup
Vegetable or fruit juice (full strength)	½ cup	¾ cup (6 fl oz)	¾ cup (6 fl oz)
Grains and Breads			
Bread; **or**	1 slice	1 slice	1 slice
Cornbread, biscuits, rolls, or muffins, etc.; **or**	1 servings	1 serving	1 serving
Cold dry cereal; **or**	¾ cup or 1 oz	¾ cup or 1 oz	¾ cup or 1 oz
Cooked pasta or noodle product; **or**	½ cup	½ cup	½ cup
Cooked cereal or cereal grains or an equivalent quantity of any combination of grains/breads	½ cup	½ cup	½ cup
Meat and Meat Alternates			
Lean meat or poultry or fish; **or**	A meat/ meat alternate is not required at breakfast	2 oz	1 oz
Cheese; **or**		2 oz	1 oz
Eggs; **or**		1 large egg	½ large egg
Alternate protein product; **or**		2 oz	1 oz
Cooked dry beans or peas; **or**		½ cup	¼ cup
Peanut butter or soynut butter or other nut or seed butters; **or**		4 tbsp	2 tbsp
Peanuts or soynuts or tree nuts or seeds; **or**		1 oz = 50%	1 oz
Yogurt; **or**		8 oz or 1 cup	4 oz or ½ cup
An equivalent quantity of any combination of the above meat alternates			

Endnotes

1. Serve two or more kinds of vegetable(s) and/or fruit(s) or combination of both.
2. Full-strength vegetable or fruit juice may be counted to meet no more than one-half of this requirement.
3. Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched flour.
4. A serving size consists of the edible portion of the cooked lean meat or poultry or fish.
5. Nuts and seeds may meet only one -half of the total meat/meat alternate serving and must be combined with another meat/meat alternate to fulfill the lunch/supper requirement.
6. Yogurt may be plain or flavored, unsweetened or sweetened.

Sponsors interviewed for the At-Risk Meals Best Practice Study, indicated that some potential sites perceive meal planning, preparation, and service to be burdensome. To address this issue, some sponsors suggested streamlining menus to reduce the burden on sites. One sponsor developed two months' worth of menus that are cycled in the sites throughout the year. Another sponsor serves cold meals that require little preparation, such as wraps and salads. Below are sample menus for snacks, lunches, and suppers:

Sample Snack	
1 oz. cheese ½ cup enriched macaroni Water	4 oz low-fat yogurt 1 oz graham cracker sticks (4 crackers) Water
Sample Supper	
2 oz lean, hamburger made from 100% ground beef ½ cup baked sweet potato fries ½ cup apple slices 1 whole wheat bun 1 cup nonfat milk	1 cup (8.8 oz by wt) chicken salad ½ cup lettuce and tomato salad ¼ cup pineapple 1 slice 100% whole wheat bread 1 cup 1% milk

B. Required Meal Components

The following sections provide details on each of the meal pattern components.

Meat and Meat Alternates

At-risk afterschool centers are required to serve a meat or meat alternate at all meals and may choose to serve a meat or meat alternate at snack. For entrees that include meat, the meat or meat alternate must be served in the main dish and one other menu item for lunch/supper meals. Additionally, any dish served must contain at least ¼ ounce of a meat/meat alternate per serving in order to be counted toward the meat/meat alternate requirement.

Examples of meats/meat alternates:

Meat, fish, poultry, and eggs
- Beef, chicken, fish, ham, pork, turkey, and eggs

Cheese
- Swiss, ricotta, part-skim mozzarella, cottage cheese, American, cheddar, and other cheeses

Dry beans and peas*
- Lentils, navy beans, black beans, kidney beans, pinto beans, black-eyed peas, refried beans, chickpeas, and soy nuts

  * May also count as a vegetable, but not in the same meal

Peanut butter and other nut butters**
- Peanut butter, almond, and other nut butters

  ** **Caution:** Children under 4 years of age are at the highest risk of choking. Young children should not be fed spoonfuls or chunks of peanut butter or other nut butters. Instead, USDA recommends that peanut butter and nut butters should be spread thinly on bread or crackers.

Nuts and seeds***
- Walnuts, peanuts, almonds, soy nuts, other nuts, and seeds

  *** Nuts and/or seeds should be served to all children in a prepared food and be ground or finely chopped.

Yogurt
- Commercially produced yogurt, plain or flavored, unsweetened or sweetened

Alternate Protein Product (APP)
- APP is an ingredient mixed/made into such foods as ground beef patties, meat loaf, tuna salad, chicken nuggets, pizza toppings, etc.

BETTER CHOICES FOR BETTER MEALS

- ✓ Serve peanut butter with apple chunks on whole wheat bread.
- ✓ Serve lean meats, skinless poultry, and low-fat cheeses.
- ✓ Mix ground beef with ground turkey for hamburgers or taco filling.
- ✓ Try lentils or navy beans in soup.

Vegetables and Fruits

At-risk afterschool centers are required to serve a vegetable and/or fruit as a component for each reimbursable meal and may choose to serve a vegetable or a fruit for a snack. Reimbursable lunches/suppers require two or more servings of a different vegetable and/or fruit.

Items that are mixtures of multiple vegetables and/or fruits (for example, fruit salad, vegetable medley, etc.) only count as one vegetable/fruit serving. Mixed dishes containing at least ¾ cup or more of each different fruit/vegetable in combination with a meat/meat alternate are considered as two servings of the vegetable/fruit component and meet the full requirement.

Guidelines for Fruit Juice

- No more than ½ of the fruit/vegetable component requirement can be met with full strength 100% juice during lunch/supper.
- May not be served as a snack if fluid milk is the only other component being served.
- Should be pasteurized to reduce the chance of getting sick.

To align with the most current Dietary Guidelines, centers are encouraged to serve more vegetables from the dark green, deep orange and red, and dry beans and peas categories for optimal nutrition. Serving fresh fruit ensures that a variety of fruit will be offered since many fruit are only available in their fresh form.

Examples of vegetables and fruits:

Vegetables (dark green, red, orange)
Broccoli, carrots, romaine lettuce, collard greens, green pepper, kale, pumpkin, spinach sweet potato, winter squash

Vegetables (starchy)
Potatoes, corn, green peas

Vegetables (Other)
Cabbage, cauliflower, celery, cucumbers, green beans, lettuce, okra, onions, summer squash, vegetable juice, zucchini, green pepper

Dry beans and peas*

Black beans, chickpeas, kidney beans, lentils, navy beans, peas, pinto beans, soy beans
*May also count as a meat/meat alternate, but not in the same meal

Fruits (citrus, melon, berries)

Oranges, grapefruit, citrus juices (orange juice, pineapple juice, etc.), cantaloupe, watermelon, strawberries

Fruits (other)

Apple, apricot, banana, cherries, fruit juice (apple juice, grape juice, etc.), grapes, peach, pear, pineapple, plum, prunes, raisins

BETTER CHOICES FOR BETTER MEALS

- ✓ Mix a colorful medley of broccoli, cauliflower, and carrots.
- ✓ Use spinach, romaine, and mixed greens for salad.
- ✓ Serve seasonal vegetables (artichokes, pumpkin, okra, etc.).
- ✓ Offer canned fruits packed in light syrup or natural juices.
- ✓ Buy frozen mixed fruit and add fresh bananas.
- ✓ Introduce unfamiliar fruits such as kiwi, papaya, mango, apricots, dates, and figs
- ✓ Limit the amount of juice offered in meals and snacks.

Grains and Breads

Breads or grain products must be included with all meals. Breads and grains served must be made primarily of whole-grain, enriched, or fortified flour or meal. When trying to determine if a product is whole-grain, look for the word “whole” (whole wheat, whole corn, etc.) in the first ingredient listed on the food package.
Examples of grains and breads:

Enriched breads, cereals, pasta

Bagels, cornbread, grits, crackers, pasta, corn muffins, noodles, pita bread, ready-to-eat cereal, white bread, rolls, corn tortillas

Whole Grain breads, cereals, pasta

Brown rice, whole corn tortilla chips, whole-grain rye bread, whole-grain ready-to-eat cereal, whole wheat pasta, whole-grain crackers, whole-wheat bread, whole-wheat rolls. Whole-wheat tortillas

WHAT DOES THAT MEAN?

- ✓ **Whole-grain flour or meal** means it is made from grinding the entire grain of wheat stalk which consist of the bran, germ, and endosperm.
- ✓ **Enriched** means additional iron, thiamin, riboflavin, niacin, and folic acid have been added because these nutrients were removed from the product during the processing stage.
- ✓ **Fortified** means additional iron, thiamin, riboflavin, niacin, and folic acid have been added because they were not included in the original form.
- ✓ If a product is truly **whole-grain, fortified, or enriched** then the product name on the food label will say whole-grain, fortified, or enriched.

BETTER CHOICES FOR BETTER MEALS

- ✓ Substitute unsweetened, whole-grain, ready-to-eat cereal for croutons in a salad or in place of crackers with soup.
- ✓ Try different pasta flavors like tomato, spinach, or whole wheat.
- ✓ Add smaller pastas such as macaroni, alphabet letters, and small shells in soups.
- ✓ Try brown rice or whole wheat pasta.
- ✓ Add whole-grain flour or oatmeal when making baked treats like cookies.
- ✓ Use whole grains in mixed dishes, such as barley in vegetable soup or stews and bulgar wheat in casseroles or stir-fry.

Milk

At-risk afterschool centers are required to serve milk at lunch and supper as a beverage. Milk used as an ingredient in cooked meals, such as casseroles, puddings, and other foods, is not considered a serving.

The Healthy, Hunger Free Kids Act of 2010 requires that all milk served in the CACFP to children over the age of two be low-fat (1%) or fat free (skim) [CACFP 21-2011-Revised, *Child Nutrition Reauthorization 2010: Nutrition Requirements for Fluid Milk and Fluid Milk Substitutions*, September 15, 2011].

Examples of milks:

Pasteurized unflavored or flavored milk, buttermilk, reduced-lactose milk, acidified milk, reconstituted powdered milk, ultra-high temperature milk

BETTER CHOICES FOR BETTER MEALS

- ✓ For children who require it, serve alternative types of milks (a reduced-lactose milk, acidophilus milk, etc).
- ✓ Try shelf-stable UHT (ultra-high temperature) milk.

C. Milk Substitutions

Non-dairy milk substitutions can be made at the request of the child's parent or guardian. Additional funds are not provided for such substitutions. Therefore, providing substitutions is at the option and cost of the institution.

Non-dairy milk substitutions must be comparable to fluid cow's milk in various nutrients in order to be considered reimbursable (refer to 7 CFR 210.10 (m)(3) for requirements). Please contact your sponsor or State agency about appropriate non-dairy milk substitutions. Refer to CACFP 21-2011, *Child Nutrition Reauthorization 2010: Nutrition Requirements for Fluid Milk and Fluid Milk Substitutions*, May 11, 2011, for additional guidance.

If a child requires substitution of a food component because of ethnic, religious, economic, or physical needs, the institution should contact their sponsor or the State agency for information on how to properly request approval. FNS may grant approval of variations in food components on an experimental or a continuing basis when evidence is provided that shows that the variations are nutritionally sound and are necessary to meet ethnic, religious, economic, or physical needs [7 CFR 226.20(i)].

If an institution is serving a child with a disability that directly affects the types of foods the child can consume, the parent and/or guardian must submit a medical statement signed by a licensed physician. The medical statement must identify the child's disability and an explanation of why the disability restricts the child's diet, the major life activity affected by the diet, and the food or foods to be omitted from the child's diet and the appropriate substitutions. The institution is required to make these types of substitutions at no cost to the child's family.

If an institution is serving a child with special dietary needs (e.g., vegetarian), the parent/guardian may request substitutions by submitting a medical statement signed by a recognized medical authority, listing the foods to be omitted and appropriate substitutions. The institution can make such substitutions at its discretion. Please refer to the State agency for the definition of a recognized medical authority.

D. Food Substitutions

If a child requires substitution of a food component because of ethnic, religious, economic, or physical needs, the institution should contact their sponsor or the State agency for information on how to properly request approval. FNS may grant approval of variations in food components on an experimental or a continuing basis when evidence is provided that shows that the

variations are nutritionally sound and are necessary to meet ethnic, religious, economic, or physical needs [7 CFR 226.20(i)].

If an institution is serving a child with a disability that directly affects the types of foods the child can consume, the parent and/or guardian must submit a medical statement signed by a licensed physician. The medical statement must identify the child's disability and an explanation of why the disability restricts the child's diet, the major life activity affected by the diet, and the food or foods to be omitted from the child's diet and the appropriate substitutions. The institution is required to make these types of substitutions at no cost to the child's family.

If an institution is serving a child with special dietary needs (e.g., vegetarian), the parent/guardian may request substitutions by submitting a medical statement signed by a recognized medical authority, listing the foods to be omitted and appropriate substitutions. The institution can make such substitutions at its discretion. Please refer to the State agency for the definition of a recognized medical authority.

E. Offer Versus Serve (OVS)

At-risk afterschool meals prepared in or by school food authorities may choose to use the NSLP and SBP meal pattern requirements or the CACFP meal patterns [7 CFR 226.20(o)].

Additionally, institutions that serve meals prepared by school food authorities that participate in NSLP and SBP – whether they are located in the school or in another location -- have the option of using OVS in their at-risk centers. Institutions electing to use OVS must implement it in accordance with the approach used by the school providing the meals. Sponsors using OVS for at-risk afterschool meals should follow the same requirements relating to OVS that they would follow under the NSLP.

> **Example:** Fun and Games Child Care operates an afterschool program at Park Center Middle School. Meals for children participating in the Fun and Games afterschool program are prepared and served in the Park Center Middle School cafeteria. Fun and Games Child Care may use OVS when providing afterschool meals, but must provide the entire snack to all children.

OVS can help minimize food waste and teach children to make choices. A resource guide on OVS is available at: http://www.fns.usda.gov/sites/default/files/SP45-2013a.pdf.

Note: OVS is not an option during a snack service [CACFP 23-2011, *Clarification on the Substitution of NSLP Meals and Use of Offer Versus Serve for CACFP Meals Prepared by Schools,* May 17, 2011].

F. Water

Drinking water must be made available to children throughout the day, including at meal times. While water must be made available to children during meal times, it is not part of the reimbursable meal and cannot be served in lieu of fluid milk Water can be made available to children in a variety of ways, including but not limited to having cups available next to the kitchen sink faucet, having pitchers and cups set out, or simply providing water to a child when it is requested. Please contact your sponsor or State agency for questions pertaining to this requirement [CACFP 20-2011, *Child Nutrition Reauthorization 2010: Water Availability in the Child and Adult Care Food Program,* May 11, 2011].

G. Questions and Answers

1. **May USDA Foods be used in snacks?**

   Yes. Afterschool programs may use USDA Foods in their afterschool snack and/or meal service. Please note, however, that the school or organization will not earn additional entitlement foods as a result of serving afterschool snacks. The amount of entitlement foods earned will continue to be based solely upon the number of lunches or suppers served to children.

2. **An at-risk afterschool care program operates during the week and on weekends. Do the weekday and weekend meal service times need to be the same?**

   No. Meals and snacks served through CACFP on weekends or holidays may be served at any time of day approved by the State.

3. **Are afterschool programs permitted to serve two snacks instead of one meal and one snack?**

   The Richard B. Russell National School Lunch Act clearly states that institutions participating in the at-risk afterschool meals component of CACFP may be reimbursed for only one meal and one snack. However, because serving an additional snack in lieu of a meal would not exceed the maximum meal benefit allowed by law and therefore would not increase cost to the program, State agencies are authorized to waive this requirement on a case-by-case basis and allow institutions to serve two snacks instead of one meal and one snack. This will allow State agencies to provide additional flexibility to institutions that may not have the capacity to serve a full meal. We strongly encourage institutions to provide a full meal whenever possible in order to meet the nutritional needs of the children served.

4. **Must institutions participating in multiple Child Nutrition Programs (for example, NSLP, CACFP, and SFSP) keep their food inventories separate?**

   There is no Federal requirement that food inventories used for the various Child Nutrition Programs be stored separately. However, accurate records must be maintained for the individual programs, including allocation of food costs between multiple programs

5. **If the afterschool meal is served by the school, can the different afterschool clubs at the school eat separately?**

   Yes, it is permissible for the different clubs and groups that make up the school's afterschool program to eat in different locations on the school grounds. For example, the band members may eat the meal in the band room with just the band members while the football team eats outside.

Part 4: Reimbursements

Reimbursement for meals served to eligible children is made to those institutions that have an agreement with an State agency to operate the at-risk afterschool meals component of CACFP. Reimbursements are paid out of Program funds made available to the States from the USDA. Reimbursements may be paid by the States directly to independent centers or to sponsoring organizations, which then reimburse or use the funds to provide food to sponsored facilities.

A. Claims for Reimbursement

To receive reimbursement, sponsors and independent centers must submit claims to their State agency. Claims for reimbursement must report information in accordance with the financial management system established by the State. Only institutions that have an agreement with the State agency will receive payments.

Reimbursements are based on the number of meals and/or snacks served to children times the free rate for meals and snacks respectively. While point-of-service meal counts are not a Federal requirement, records must be kept on the number of meals served (See:Part 5).

Reimbursement rates are based on a formula established by Congress. Current reimbursement rates can be found at:
http://www.fns.usda.gov/cnd/care/ProgramBasics/Rates/ReimbursementRates_Current.htm.

B. Process for Reimbursement

Sponsors and independent centers must submit claims for reimbursement to the State agency each month. These claims must accurately report the number of meals and snacks served. Original claims must be postmarked and/or received by the State agency no later than 60 days following the last day of the month covered by the claim. Some State agencies may have stricter claim submission deadlines [7 CFR 226.10(e)].

Sponsored centers submit claims to their sponsor. Sponsors then check each facility's meal claim to ensure accuracy. At a minimum, edit checks must verify that each facility has been approved to serve the meals claimed and compare the number of children at each center, multiplied by the number of days on which the center is approved to serve meals, to the total number of meals claimed by the center for that month. While block claim edit checks are no longer required, sponsors may, at their discretion, retain block claim edit checks [CACFP 3-2011, *Elimination of Block Claim Edit Checks in the Child and Adult Care Food Program*, December 17, 2010].

C. Questions and Answers

1. **How does a child care center that uses claiming percentages or blended rates claim free meals and/or snacks for its at-risk afterschool meals component in CACFP?**

   All organizations participating in the at-risk afterschool meals component of CACFP must submit separate meal counts for the at-risk afterschool meals program. This includes child care centers that are currently participating in CACFP and using claiming percentages or blended rates. State agencies are responsible for amending their reimbursement forms and payment systems to recognize a separate entry for at-risk afterschool meals and snacks.

Part 5: Recordkeeping and Reporting

By keeping accurate records, institutions can ensure that they receive all the reimbursement payments to which they are entitled. This section provides information about the types of records that must be kept to justify reimbursement claims. Institutions must establish procedures to collect and maintain all program records required by the USDA and the State agency.

A. Required Records

Production Records

USDA does not require production records or point of service meal counts for the at-risk component of CACFP, though States may require them [7 CFR 226.17a(o)].

Institutions are required to keep the following records relating to participation in the CACFP:
Records relating to attendance and the number of meals served:

- Daily attendance rosters or sign in sheets, or other methods with State approval, which result in accurate recording of daily attendance;
- Number of at-risk afterschool snacks and/or meals prepared or delivered for each meal service;
- Daily record of the number of at-risk afterschool snacks and/or meals served at each snack and/or meal service;
- Daily records indicating the number of meals, by type, served to adults performing labor necessary to the food service; and
- Any additional records required by the State agency

Records establishing that the meal patterns were met:

- Menus for each at-risk afterschool snack and/or meal service.

Records establishing eligibility:

- Copies of all applications and supporting documents submitted to the State;
- If applicable, information about the location and dates of child care center reviews, any problems noted, and the corrective action prescribed and effected; and
- Documentation of nonprofit food service, to ensure that all Program reimbursement funds are only used for the food service operations.

Records pertaining to fiscal management:

- Copies of invoices, receipts, or other records required by the State agency financial management instruction to document:
    - Administrative costs claimed by the institution,
    - Operating costs claimed by the institution, and
    - Income to the Program;
- Copies of all claims for reimbursement submitted to the State agency;
- Receipts from all Program payments received from State agency; and
- If applicable, information concerning the dates, and amounts if disbursement to sponsored centers.

Records documenting training:

- Information on training session dates, locations, topics presented, and names of participants; and
- For sponsors, records documenting attendance at training of each staff member with monitoring responsibilities.

B. Record Retention

Records that support a claim must be retained for three years after the final claim for the fiscal year. However, if there are audit findings that have not been resolved, records must be retained until the audit findings have been resolved. All accounts and records should be made available upon request to the State agency, the USDA, and the United States General Accountability Office for audit or review at a reasonable time or place. Failure to maintain required records will result in denial of reimbursement.

C. Reporting Requirements

At-risk afterschool care centers must report the total number of meals and snacks served to eligible children based on daily attendance rosters or sign-in sheets [7 CFR 226.17a (p)].

D. Questions and Answers

1. Are point-of-service meal counts and production records required?

Meal counts taken at the point of service and production records are not required for afterschool meal and snack service, though individual State agencies may require them. However, accurate daily meal count records based on daily attendance rosters or sign-in sheets must be maintained. Documentation of compliance with the meal pattern and records of all purchases including food are required under CACFP.

2. Because production records are not a Federal requirement, can a State that requires production records enforce the requirement with fiscal action?

Yes. The Federal regulations require institutions to maintain any records required by the State agency [7 CFR 226.15(e)]. Therefore, additional record requirements established by the State agency, including production records, are enforceable with fiscal action by the State agency.

Part 6: Monitoring

Monitoring is the process of visiting and reviewing centers. Monitoring is critical to the effective operation of the Program. As part of the review and monitoring process, State agencies and sponsors must provide technical assistance. This assures that participants receive nutritious meals and that institutions receive proper financial reimbursement.

A. State Agency Monitoring Requirements

State agencies must provide technical and supervisory assistance to sponsors and independent centers to ensure effective Program operation, monitor progress towards achieving Program goals, and ensure that there is no discrimination in the Program.

Review Content

State agencies must assess each institution's compliance with the requirements related to:

- Recordkeeping;
- Meal counts;
- Administrative costs;
- Any applicable guidance issued by FNS, the USDA, or the State;
- If applicable, facility licensing and approval;
- If an independent center, observation of a meal service;
- If a Sponsor, training and monitoring of facilities; and
- All other Program requirements.

Frequency and Number of Reviews

State agencies must adhere to the following review schedule when monitoring sponsors and independent centers:

- Annually review at least 33.3 percent of all institutions.
- At least 15 percent of the total number of facility reviews must be unannounced.
- Independent centers and sponsors of 1 to 100 centers must be reviewed at least once every 3 years.
- Sponsors with more than 100 centers must be reviewed at least once every two years (these reviews must include 5 percent of the first 1,000 centers and 2.5 percent of the centers in excess of 1000).
- New sponsors with 5 or more centers must be reviewed within the first 90 days of operations [7 CFR 226.6(m)]

Civil Rights

Institutions also must comply with the following civil rights laws and compliance will be monitored by the State agency:

- Title VI of the Civil Rights Act of 1964,
- Title IX of the Education amendments of 1972,
- Section 504 of the Rehabilitation Act of 1973,
- The Age Discrimination Act of 1975 and
- The USDA's regulations concerning nondiscrimination.

Monitoring SFAs that participate in NSLP and CACFP

When the same State agency administers both CACFP and the school meal programs, monitoring of the financial management portion of the Child Nutrition Programs must be combined to ease the burden on SFAs and ensure that the complete nonprofit food service is reviewed. Where two separate State agencies administer the programs, the State agencies must determine which agency will monitor the financial management portion of the SFA Child Nutrition Programs.

Additionally, States are encouraged to combine CACFP and NSLP monitoring of programmatic requirements, including meal pattern compliance, counting, and claiming. State agencies may wish to implement a memorandum of understanding (MOU) between the two agencies to address review requirements. MOUs between State agencies must be approved by the appropriate Food and Nutrition Service (FNS) Regional Office [CACFP 04-2013, *Streamlining At-risk Meal Participation for School Food Authorities,* November 28, 2012].

B. Sponsoring Organization Monitoring Requirements

Each sponsoring organization must provide adequate supervisory and operational personnel for the effective management and monitoring of the Program at all at-risk child care centers under its sponsorship.

Pre-approval Visits and Training Requirements

Sponsors must conduct pre-approval visits to each center to discuss Program benefits and requirements and ensure that the facility is capable of providing the proposed meal service. State agencies may waive the requirement for pre-approval visits for centers that operated as SFSP sites and SFAs are not required to conduct pre-approval visits to schools participating in NSLP. Sponsors must also conduct training on Program duties and responsibilities to key staff from all sponsored centers prior to the beginning of Program operations.
At a minimum training must include instruction appropriate to the level of staff experience and duties on:

- Program meal patterns,
- Meal counts,
- Claims submission,
- Review procedures,
- Recordkeeping requirements, and
- Reimbursement system.

Mandatory Training

Attendance by key staff, as defined by the State agency, is mandatory at trainings.

Sponsors must provide additional annual training sessions for key staff from all sponsored child care facilities [7 CFR 226.16(b)]

Review Elements

Reviews must:

- determine whether a facility has corrected problems noted on prior reviews;
- include a reconciliation of the facility's meal counts with enrollment and attendance records for a five day period; and
- include an assessment of the facility's c
  related to:
  - the meal pattern;
  - licensing or approval;
  - Attendance at annual training;
  - meal counts; and
  - menu and meal records.

Review Averaging

If a sponsor conducts two unannounced reviews of a facility in one year and finds no serious deficiencies, the sponsor may choose not to do a third review of that facility that year. However, the first review in the next review year must occur no more than 9 months after the previous review [7 CFR 226.16(d).

Follow-up Reviews

If during a facility review, a sponsor finds one or more serious deficiencies, that facility's next review must be unannounced [7 CFR 226.16(d)(4)(v)].

Health and Safety

If a sponsor, State, or FNS finds that a facility's conduct or conditions pose a threat to the health or safety of participating children or the public, the reviewer must immediately notify the appropriate State or local licensing or health authorities and take action that is consistent with the recommendations and requirements of those authorities [7 CFR 226.6(c)(5)(i)]. If the licensing or health authorities discover a problem and suspend the facility's license, CACFP participation will be immediately suspended.

Frequency and Type of Required Reviews

Sponsors must adhere to the following review schedule:

- Annually review each facility three times per year
- At least two of the reviews must be unannounced
- At least one unannounced review must include observation of a meal service
- At least one review must be during each new facility's first four weeks of operations
- No more than 6 months may elapse between reviews

Sponsors must ensure that the timing of unannounced reviews is varied in a way that would ensure they are unpredictable to the facility [CACFP 16-2011, *Child Nutrition Reauthorization 2011: Varied Timing of Unannounced Reviews in the Child and Adult Care Food Program,* April 7, 2011].

Sponsors that operate SFSP and CACFP at-risk meals are not required to monitor their sites following the SFSP requirements and then monitor those same sites again following the CACFP requirements during the school year. Instead, such sponsors may follow the CACFP monitoring schedule year-round. If sponsors choose to follow the CACFP monitoring schedule year-round, one of the three annual reviews must occur during the summer, review for SFSP requirements, include the review of a meal service, and be unannounced; two reviews must occur during the school year, review for CACFP requirements, at least one must include the review of a meal service, and at least one must be unannounced [CACFP 12-2013, *Transitioning from the Summer Food Service Program to Child and Adult Care Food Program At-risk Afterschool Meals,* May 31, 2013].

C. Corrective Action

If a participating institution has committed one or more serious deficiencies, the institution's executive director and chairman of the board of directors must receive a notice of serious deficiency. The notice must identify responsible principals and individuals and must be sent to those persons as well. The notice will specify appropriate corrective action and the time periods for completing the corrective action for the institution and responsible principals and individuals.

If one or more serious deficiencies result in a disallowance (a determination that the institution must repay the State for unearned reimbursements) the State must establish an overclaim. To the extent possible and appropriate, the State must identify the person or persons responsible for the deficiencies for the purpose of assigning financial responsibility to the responsible principal or responsible individual, in addition to the institution. Failure to take corrective action to fully and permanently correct the serious deficiency by the allotted time will result in proposed termination [7 CFR 226.6(c)].

D. Appeals

A facility may appeal the proposed termination by requesting an administrative review within 15 days of receiving the notice of proposed termination. A hearing is then held by the administrative review official, and the official must inform the State agency, the institution's executive director, and the chairman of the board of directors, and the responsible principals and responsible individuals, of the administrative review's outcome within 60 days of the State agency's receipt of the request for an administrative review [7 CFR 226.6(k)].

E. Questions and Answers

1. What are the State administrative review requirements for at-risk afterschool institutions?

In CACFP, State agencies must comply with 7 CFR 226.6(m) in conducting reviews of those institutions that have agreements with the State agency to provide at-risk afterschool meals or snacks. According to these regulations, State agencies must annually review 33.3 percent of all CACFP institutions, including those operating at-risk afterschool programs. At least 15 percent of the required reviews must be unannounced. Additionally, the current regulations require that State agencies ensure that:

- Independent centers and sponsors of 1 to 100 facilities are reviewed at least once every 3 years; a review of such sponsors must include reviews of 10 percent of the sponsors' facilities.
- Sponsors with more than 100 facilities must be reviewed at least every 3 years. These reviews must include reviews of 5 percent of the first 1,000 facilities and 2.5 percent of the facilities in excess of 1,000.
- Reviews of newly participating sponsoring organizations with five or more child care facilities must be completed within the first 90 days of Program operations.

In conducting these reviews, State agencies must ensure that sponsors are operating eligible at-risk afterschool care programs (i.e., programs that provide children with regularly scheduled activities in an organized, structured, and supervised environment), and are complying with all Program requirements.

Part 7: Resources

Below is a list of available resources including regulations, required notices, rates, and meal service/planning guides.

Building for the Future Notice
This notice describes CACFP, its eligibility requirements, and the types of meals that can be served.

English version: http://www.fns.usda.gov/cnd/care/Publications/pdf/4Future.pdf.
Spanish version: http://www.fns.usda.gov/cnd/care/Publications/pdf/Build4Future.pdf.

CACFP At-risk Afterschool Meals Best Practices, 2011 Final Report
The CACFP At-risk Afterschool Meals Best Practices Report identifies best practices that pilot State agencies and their sponsors used to implement and administer the at-risk afterschool meals component of the CACFP, challenges these State agencies and sponsors encountered and solutions they developed.
http://www.fns.usda.gov/cnd/care/Publications/pdf/Best_Practices_Report.pdf

CACFP Required Meal Patterns
http://www.fns.usda.gov/cnd/care/programbasics/meals/meal_patterns.htm

Code of Federal Regulations
http://www.gpoaccess.gov/cfr/

Dietary Guidelines for Americans
The Dietary Guidelines for Americans are the cornerstone for Federal nutrition policy and nutrition education activities.
www.dietaryguidelines.gov

Food and Nutrition Service (FNS)
The Food and Nutrition Service administers the Child and Adult Care Food Program on the Federal level.
www.fns.usda.gov

MyPlate
MyPlate was developed as an effort to promote healthy eating to consumers. The MyPlate icon is easy to understand and it helps to promote messages based on the 2010 Dietary Guidelines for Americans.
www.choosemyplate.gov

The National Food Service Management Institute (NFSMI), part of the School of Applied Science at The University of Mississippi, offers in-person training at little or no cost and free online courses designed to support the professional development of child nutrition program and child care personnel at all levels of responsibility. The Institute also delivers free training resources managers can use to train their staff.
www.nfsmi.org

Reimbursement Rates:
www.fns.usda.gov/cnd/care/ProgramBasics/Rates/ReimbursementRates_Current.htm

State Agency Contact Information
www.fns.usda.gov/cnd/Contacts/StateDirectory.htm.

Team Nutrition
Team Nutrition is an initiative of the USDA Food and Nutrition Service to support the Child Nutrition Programs through training and technical assistance for foodservice, nutrition education for children and their caregivers, and school and community support for healthy eating and physical activity. Users can download recipes, activity sheets and other nutrition related materials.
http://teamnutrition.usda.gov/

The Healthy Meals Resource System
The Healthy Meals Resource System is an online information center for USDA Child Nutrition Programs (CNP) and has been delivering resources to CNP staff since 1995.
http://healthymeals.nal.usda.gov.

Memoranda Issued by FNS Relating to the At-risk Afterschool Meals Component of CACFP

November 12, 2013	Use of School and Census Data
May 31, 2013	Transitioning from the Summer Food Service Program to the Child and Adult Care Food Program At-risk Afterschool Meals
April 26, 2013	Guidance Related to the ADA Amendments Act
March 29, 2013	Additional State Agency Requirements in the Child and Adult Care Food Program
January 24, 2013	Tax Exempt Status for Private Nonprofit Organizations and Churches in the Child and Adult Care Food Program and the Summer Food Service Program
November 28, 2012	Streamlining At-risk Meal Participation of School Food Authorities
November 23, 2012	Determining Area Eligibility Based on School Data
October 2, 2012	Federal Small Purchase Threshold Adjustment
July 24, 2012	Tribal Participation in the Child and Adult Care Food Program and the Summer Food Service Program
May 1, 2012	Health and Safety Standards for Outside-School-Hours Care Center and At-Risk Afterschool Care Centers
February 17, 2012	The At-Risk Afterschool Meals Component of the Child and Adult Care Food Program, Questions and Answers
January 25, 2012	Changes to the FNS-44, Report of the Child and Adult Care Food Program
September 15, 2011	Child Nutrition Reauthorization 2010: Nutrition Requirements for Fluid Milk and Fluid Milk Substitutions in the Child and Adult Care Food Program, Questions and Answers.
May 17, 2011	Clarification on the Use of Offer Versus Serve and Family Style Meal Service

May 11, 2011	Child Nutrition Reauthorization 2010: Water Availability in the Child and Adult Care Food Program
January 21, 2011	Eligibility of Expanded Learning Time Programs for Afterschool Snack Service in the National School Lunch Program (NSLP) and the Child and Adult Care Food Program (CACFP)
December 17, 2010	Child Nutrition Reauthorization 2010: Elimination Claim Edit Checks in the Child and Adult Care Food Program
December 17, 2010	Child Nutrition Reauthorization 2010: Nationwide Expansion of At-Risk Afterschool Meals in the Child and Adult Care Food Program
July 3, 2007	Accommodations for Non-Traditional Program Operators
June 3, 2003	Review Requirements for At-risk Afterschool Care Centers Participating in the Child and Adult Care Food Program

Part 8: Glossary

CACFP – Child and Adult Care Food Program

Children – For the purposes of at-risk afterschool centers, persons 18 years of age at the start of the school year and under and mentally or physically disabled persons, as defined by the State, enrolled in an agency or a child care facility serving a majority of persons 18 years of age and younger.

Code of Federal Regulations (CFR) – The CFR is is the codification of the general and permanent rules published in the Federal Register by the departments and agencies of the Federal Government.

Disability – The Americans With Disabilities Act (ADA) of 1990, including ADA Amendments Act of 2008 (P.L. 110-325), defines an individual with a disability as a person with a physical or mental impairment that substantially limits one or more major life activities; has a record of such an impairment; or is regarded as having such an impairment. Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, communicating, etc. A major life activity also includes the operation of a major bodily function, including, but not limited, to functions of the immune system, digestive system, bowel, bladder neurological system, etc.

Family Style Meal Service – A type of meal service that allows children to serve themselves from common platters or bowls of food.

Food and Nutrition Service (FNS) – The agency within the U.S. Department of Agriculture that regulates the CACFP.

Institution – A sponsoring organization, child care center, at-risk afterschool care center, outside-school hours care center, emergency shelter or adult day care center which enters into an agreement with the State agency to assume final administrative and financial responsibility for Program operations.

Meal Count – A daily count of meals served to participants by meal type.

Menus – A dated list of food, by meal type, served to CACFP participants.

National School Lunch Program (NSLP) – The National School Lunch Program (NSLP) is a federally assisted meal program operating in public and nonprofit private schools and residential child care institutions. It provides nutritionally balanced, low-cost or free lunches to children each school day. The program was established under the National School Lunch Act, signed by President Harry Truman in 1946.

Offer Versus Serve (OVS) – Offer versus serve means that children are offered all of the components of the meal pattern, but are not required to take them all.

Participants – Children who are participating in the CACFP.

Reimbursable Meals – Meals that are served to enrolled participants at a center and that meet USDA nutritional requirements.

Reimbursement – Money paid at-risk afterschool centers or through their sponsors for eligible meals served.

Sponsoring Organization (Sponsor) – Public or private non-profit organizations that are entirely responsible for the administration of the CACFP in sponsored facilities such as FDCHs.

School Breakfast Program (SBP) – The School Breakfast Program (SBP) provides cash assistance to States to operate nonprofit breakfast programs in schools and residential childcare institutions.

Summer Food Service Program (SFSP) – The Summer Food Service Program provides free, nutritious meals and snacks to help children in low-income areas get the nutrition they need to learn, play, and grow, throughout the summer months when they are out of school.

USDA– United States Department of Agriculture

Attachments:

Outside School Hours Care Centers and At-risk Afterschool Care Centers Comparison Chart

The chart below highlights the differences between two components of the Child and Adult Care Food Program that provide reimbursement for meals served in Outside School Hours Care Centers and At-risk Afterschool Care Centers

Requirement	OSHCC's	At-risk Afterschool Centers
Eligible Institutions	Public, private nonprofit, or qualifying for-profit centers [7 CFR 226.19(a)].	Public, private nonprofit, or qualifying for-profit centers [7 CFR 226.17a(a)].
Licensing	Licensing not required unless there is a State or local requirement for licensing. If there is no State or local requirement for licensing, then centers must meet State or local health and safety standards [7 CFR 226.6(d)].	Licensing not required unless there is a State or local requirement for licensing. If there is no State or local requirement for licensing, then centers must meet State or local health and safety standards [7 CFR 226.6(d)].
Determination of Reimbursement	Program may operate in any area. Individual free and reduced-price applications are collected to determine level of reimbursement (free, reduced price, and paid) [7 CFR 226.19(b)(7)(i)].	Program must be located in a geographic area served by a school in which 50 percent or more of the children enrolled are eligible for free or reduced price meals. All meals and snacks are reimbursed at the free rate [7 CFR 226.17a(i)].
Age of Participants	12 years of age and under, children age 15 and under who are children of migrant workers, and persons of any age who meet the definition of "Persons with disabilities" [7 CFR 226.19(b)(3)].	School-age children through age 18 (or 19 if the individual turns 19 during the school year) and persons of any age who meet the definition of "Persons with disabilities" [7 CFR 226.17a(c)].
Type of Meals Eligible for Reimbursement	Breakfast, snack, and supper. Lunch may be served during school vacations during the regular school year [7 CFR 226.19(b)(4)].	Snack and supper. Breakfast or lunch may be served in lieu of supper on weekends, holidays, or during school vacations during the regular school year [7 CFR 226.17a(k)].
Number of Reimbursable Meals	Maximum of two meals and one snack or two snacks and one meal per child per day [7 CFR 226.19(b)(5)].	Maximum of one snack and one meal per child per day [7 CFR 226.17a(k)].
Meal Patterns	CACFP meal patterns [7 CFR 226.20(c)].	CACFP meal patterns [7 CFR 226.20(c)].
Meal Service Periods	School days, weekends, and holidays; no weekend-only programs [7 CFR 226.19(b)(4)].	School days, weekends, and holidays during the regular school year [7 CFR 226.17a(b)].
Time Restrictions for Meal Service	None.	Meals must be served after school, except on weekends and holidays, when meals may be served at any time of day, as approved by the State agency [7 CFR 226.17a(m)].