

MEAL SERVICE SCHEDULING

CACFP Policy 15-02

Purpose

This instruction sets forth the policy concerning meal service times and duration in order to qualify for Child and Adult Care Food Program (CACFP) meal reimbursement.

Scope

Sponsors and facilities participating in the Child and Adult Care Food Program.

Description

The Child and Adult Care Food Program (CACFP) regulations at 7 CFR 226.20(k) state, “State agencies may require any institution or facility to allow a specific amount of time to elapse between meal services or require that meal services do not exceed a specified duration.”

Therefore, the Indiana Department of Education Child and Adult Care Food Program requires the following meal time frames:

	Family Day Care Homes		Outside-School-Hours		Child Care Centers*	
	Time	Duration	Time	Duration	Time	Duration
Breakfast	Done by 9:00	No longer than 3 hours	Must be served during morning hours	No longer than one hour	6 am-9:30 am	No longer than 2 hours
A.M. Snack	-	-	-	No longer than one hour	over by 10:30 am (can be served before breakfast)	No longer than one hour
Lunch	10:30 am-1:30 pm	No longer than 2 hours	-	No longer than 2 hours	10:30 am-1:30 pm	No longer than 2 hours
P.M. Snack	-	-	-	No longer than one hour	1:30 pm-4:30 pm	No longer than one hour
Supper	Begin no earlier than 4:00 pm	No longer than 2 hours	Begin no later than 7 and end no later than 8	No longer than 2 hours	4:00 pm-7:00 pm	No longer than 2 hours
Evening Snack	-	-	-	No longer than one hour	7:00 pm-9:00 pm	No longer than one hour

*Child care centers refer to licensed or head start centers and unlicensed registered ministries.

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The following additional requirements also apply to the specified providers:

Family Day Care Homes: There shall be a minimum of 1 ½ hours between the start times of meals (breakfast, lunch, and supper) and snacks throughout the day.

Outside-School-Hours Child Care Programs: Breakfast, lunch, supper, and supplements are reimbursable when children are out of school for vacations and holidays. During these periods the maximum number of meals claimed per child per day is two meals and one supplement or one meal and two supplements.

When serving multiple meals there must be three hours of time between the beginning of one meal or supplement and the beginning of the next. Four hours must lapse between the service of a lunch and a supper when no supplement is served between lunch and supper.

An Outside-School-Hours Child Care Program operating only on weekends is not eligible to participate in the CACFP.

Licensed Centers: A period of not less than two hours and not more than three and one-half hours must separate meals and snacks for children one year of age and older.

Sources

USDA Federal Regulations at 7 CFR §226.20(k).