



*providing children the "tools" for good nutrition*

# FAQ

## At-Risk After School Meals Program

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# **ELIGIBILITY**

Questions and Answers

I run an afterschool program that is not in an eligible area, but 50% of the children I serve receive free and reduced price 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 areas of a public school (an elementary, middle, or high school) where at least 50% of the students are eligible for free and reduced price meals under the NSLP.



Can a school system participating in both the SBP/NSLP and the at-risk component of the CACFP receive reimbursement for a meal and a 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.

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- Educational or Enrichment Activities
- Organized, Structures, & Supervised Environment
- No Requirements for Type of Activity
- **No requirement that all children receiving meals participated in the offered activities**
- Cannot limit at-risk meals to sports teams
- Sports teams can participate in meal service and not in the enrichment as long as others participate in the enrichment activities.

# ACTIVITIES

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- May claim meals and snacks on weekends or holidays
- Meal service allowed during vacation time (Spring Break) during the regular school year
- One snack and one meal
- Year-round schools can use CACFP all year
- Schools following a traditional school year must switch to SFSP during the summer vacation.

# **Weekends, Holidays, & Vacations**

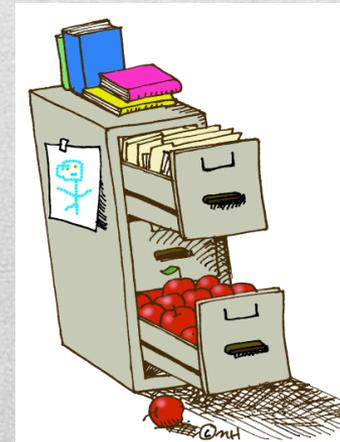


# **APPLICATION**

Questions & Answers

- This occurs annually beginning in July and due in early September.
- Check center and site information sheets to ensure information is correct
- Review management plan to ensure it is still accurate
- Single Site: review budget to ensure it is correct
- Multi-site: must submit a budget each fiscal year

# PROGRAM RENEWAL

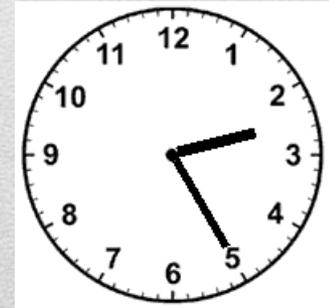


# MEAL PATTERN & FOOD SERVICE

Questions & Answers



- No Federal requirement regarding the timing of meal service
- No mandated time limit between the end of school and the meal service
- No mandated order of the meal and snack service
- Service of meal or snack must occur during the operation of the afterschool care program



# Time Requirements

- Can I serve the snack and supper at the same time?
- NO. There is no Federal requirement on time between meal services, but that does not mean that a program can serve them at the same time. The intent of the at-risk component is to provide two separate meal/snack services. Combining the meal and snack into one meal service is not consistent with Program intent.

- I would like to serve Breakfast on days when school is delayed for 2 hours. Can I do this on at-risk meals?
- NO, the at-risk afterschool meal component has no provision for serving meals before the start of school.

# **School is Delayed**

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- Example, develop 2-months worth of menus that are cycled in sites throughout the year.
- Serve cold meals that require little preparation, such as wraps and salads, for example.
- Order prepackaged servings of fresh fruits and vegetables—check your produce company.



# Streamline Menus

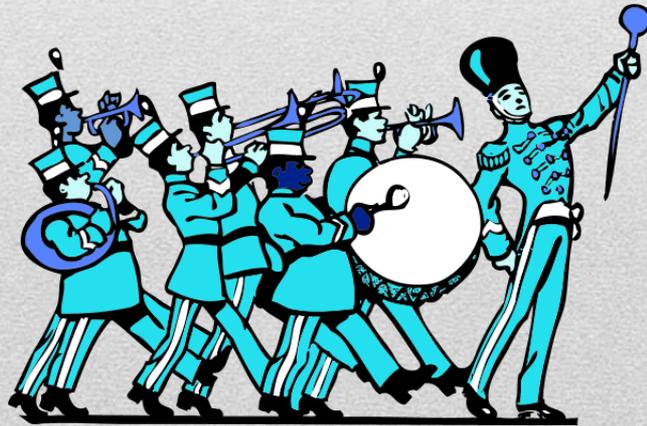
- Can the students take food off-site?
- CACFP requires that students consume at-risk after school meals and snacks onsite.



- Can we use USDA foods (commodities) for at-risk meals and snacks?
- USDA permits the use of USDA foods for the at-risk afterschool meals program. However, the school or organization will not earn additional entitlement foods as a result of serving at-risk meals.



- 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.





# **RECORDKEEPING**

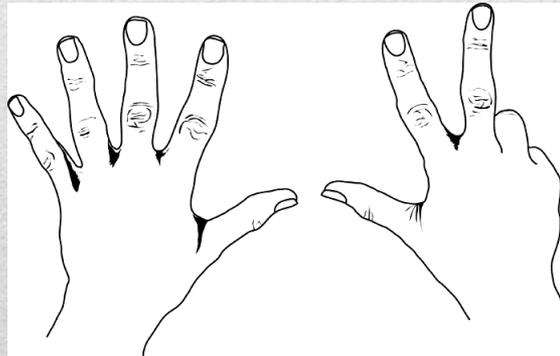
Questions and Answers

- Daily Attendance or Sign in Sheets
- Number of snacks and/or meals prepared or delivered
- Daily record of number of meals/snacks served
- Daily records of meals, by type, served to Program adults
- Dated daily menus for meals/snacks
- Program renewal documents
- Monitor review documentation
- Documentation of NPFS



# Required Records

- Some facilities use the school numbers for Average Daily Attendance instead of the number of students participating in at-risk programs. Is this correct?
- NO, facilities should use the number of students in attendance each day for the at-risk programming.



# Average Daily Attendance

- Some of the school programs use the school Free, Reduced-Price, and Paid number on the at-risk claim. Is this the correct information?
- NO, all children who participate in the at-risk afterschool meals are free based on the area eligibility of the school.



# Enrollment Numbers

- I want to modify one of the State Agency forms or I want to create one of my own. Is that allowed?
- If you want to modify or develop a record keeping form, send it to Carol or Heather for approval. We will review the form with your field consultant and if approved, we will send a form approval letter.

# **Modify or Develop Forms**

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- Have you made any of your recordkeeping forms electronic?
- Do you use a specific system or software to digitize items?



# Discussion



# Open Discussion

- Thank you for participating in our workshop today
- For additional questions/concerns, contact
  - Your field consultant: Mary Lou, Karen, Elaine or Kim
  - Heather: [hstinson@doe.in.gov](mailto:hstinson@doe.in.gov) or 317.232.0869
  - Carol: [cmarkle@doe.in.gov](mailto:cmarkle@doe.in.gov) or 317.232.0873