

At-Risk Afterschool Meals Program

2015 Sponsor Training

Today's Agenda

AM Topics

- * Welcome
- * At-Risk Fundamentals
- * Monitoring
- * Website and Resource Overview

PM Topics

- * Session 1: Gardening with School Ageders
- * Session 1: Transitioning to SFSP
- * Session 2: At-Risk FAQ
- * Session 2: Annual Financial Report

The image features the word "welcome" rendered in a playful, 3D font. Each letter is a different color: 'w' is pink, 'e' is light green, 'l' is orange, 'c' is blue, 'o' is yellow and shaped like a sun with rays, 'm' is purple, and the final 'e' is green. The letters are arranged in two rows, with the top row containing 'w', 'e', 'l', 'c', 'o' and the bottom row containing 'e', 'm', 'e'. The background is a light blue gradient with faint, concentric white circles behind the text.

welcome

At-Risk Fundamentals



Basic Record Keeping

- * Attendance
- * Meal participation
- * Milk inventory
- * CACFP program and civil rights training
- * Racial and ethnic data
- * Monitor reviews
- * Nonprofit food service documentation
- * Procurement
- * Menus

Other Records

- * Permanent agreement
- * Renewal materials
- * Procedures for discrimination complaints
- * SD, termination, appeal procedures
- * Maintaining the CNPweb
- * Health/safety documentation

Records must be retained for 3 years plus the current year.

Participant Eligibility

- * Children age 18 or under
- * May turn 19 during school year
- * No minimum age
- * No age limit for persons with disabilities
- * Programs may be drop-in or enrolled

Expanding Your Reach

- * Church youth groups
- * Libraries
- * Special needs programs
- * Emergency Shelters
- * Youth programming on the weekends

Reminders

- * Must include structured/educational activities
- * Not intended for one-time event, should be regularly occurring
- * On school days, must be after school day ends

Menus: Protein Variety

Start menus by planning the main dish protein

Monday	Tuesday	Wednesday	Thursday	Friday
Cheese	Chicken	Beans	Pork	Eggs
Cod	Beef	Yogurt	Chicken	Beans
Pork	Eggs	Tuna	Beef	Cheese
Chicken	Beans	Pork	Eggs	Tilapia

Menus: Grain Variety

Monday	Tuesday	Wednesday	Thursday	Friday
Cheese	Chicken	Beans	Pork	Eggs
Cod	Beef	Yogurt	Chicken	Beans
Pork	Eggs	Tuna	Beef	Cheese
Chicken	Beans	Pork	Eggs	Tilapia

Week 1



Monday	Tuesday	Wednesday	Thursday	Friday
Cheesy WG Macaroni	Chicken Soft Tacos	Bean Chili Spaghetti	Ham and Cheese on WG Bun	Scrambled Eggs, Biscuit

Menus: F/V Variety

Monday	Tuesday	Wednesday	Thursday	Friday
Cheesy WG Macaroni	Chicken Soft Tacos	Bean Chili Spaghetti	Ham and Cheese on WG Bun	Scrambled Eggs, Biscuit



Week 1

Monday	Tuesday	Wednesday	Thursday	Friday
Cheesy WG Macaroni, broccoli, peaches	Chicken Soft Tacos, corn on the cob, apple	Bean Chili Spaghetti, salad, pineapple	Ham/Cheese on WG Bun, carrots w/ranch, banana	Scrambled Eggs, Biscuit hash browns Orange slices

Snack Ideas

Need some Ideas?

- * Oatmeal with fruit
- * Beans and rice
- * Fruit kabobs with cheese
- * Pasta with broccoli
- * Pineapple chunks or edamame with rice
- * Salad with a roll
- * Baked beans and cornbread
- * Trail mix bar

Proposed Changes

- * Fourth age group (13-18)
- * Fruits and Vegetables as separate components
- * 1 whole grain each day
- * No grain based desserts
- * No frying on-site
- * Sugar limits on yogurt and flavored milk being considered
- * Emergency shelters may be able to request a waiver
- * Extends Offer vs Serve to all at-risk programs

Comment period extended until May 27, 2015

www.regulations.gov



Monitoring Requirements

Monitor Review Form

Outside School Hours _____ At Risk After School Meals _____

revised 1/2011

Sponsor: _____ Sponsor ID #: _____ Date: _____

Site Name:	Menu items & amount served:	Check of applicable:	Explanation:
Meals Approved:		No Records _____	
Meal Observed:		Incomplete Records _____	
Time Approved/Served:		Poor Sanitation _____	
Number in Attendance:		Other:	
Ages of Children:			

YES	NO	NA	
			Tables & serving areas are cleaned with soap & water & then sanitized with a bleach water or quaternary solution.
			Staff washed hands prior to food handling
			Participants washed hands prior to eating
			Meal/snack was served in its entirety & meets meal pattern requirements
			Correct portions were served
			Complete menu is available
			Attendance is take daily -separate from meal counts
			Accurate meal participation/meal count forms are completed <i>at the point of service</i>
			Nondiscrimination poster is displayed in a prominent place

		Doctor note on file for all food allergies
		Are there requirements/procedures that restrict or deny enrollment or participation based on race, color, national origin, sex, age or disability?
		Freezers & Refrigerators have thermometers
		Thermometers read the correct temperature
		Storage, serving, and dining areas appear to be in safe & sanitary condition.
		There are unnecessary people walking through the food preparation area.
		Each participant is served the same food items.

5-Day Reconciliation required at EACH monitor visit	5 dates	Enrollment	Attendance	Break-fast	AM snack	lunch	PM snack	supper	night snack
Instructions: Pick 5 consecutive dates from the most recent claiming period. Enter data from attendance and meal count sheets. Verify that meal counts do not exceed attendance on any of the 5 days. Initials indicate verification: _____									

Notes:

Signature of Reviewer: _____ Signature of Site Representative: _____

Date: _____

Date: _____



Website and Resources

www.doe.in.gov/cacfp

Child and Adult Care Food Program

Posted: Mon, 11/25/2013 - 3:12pm

Updated: Tue, 03/31/2015 - 8:11am



The U.S. Department of Agriculture's Child and Adult Care Food Program plays a vital role in improving the quality of day care and making it more affordable for many low-income families. Each day, 3.2 million children receive nutritious meals and snacks through CACFP. The program also provides meals and snacks to 112,000 adults who receive care in nonresidential adult day care centers. CACFP reaches even further to provide meals to children residing in emergency shelters, and snacks and suppers to youths participating in eligible afterschool care programs.

[New Applicants](#)

CACFP Program Pages

[Centers/Ministries](#)

[Head Start Facilities](#)

[Adult Day Care Facilities](#)

[Family Day Care Homes](#)

[Sponsors of Homes or Centers](#)

[Outside School Hours Programs](#)

[At-Risk Afterschool Programs](#)

[Homeless/Emergency Shelters](#)

Policies and Regulations

- [Indiana CACFP Policies](#)
- [Indiana Appeal Procedures](#)
- [USDA Policies](#)
- [USDA Regulations](#)

Reimbursement

- [Estimated Reimbursement Worksheet](#)
- [Rates of Reimbursement \(July 2014–June 2015\)](#)
- [Rates of Reimbursement \(July 2013–June 2014\)](#)
- [Reimbursement Rate History](#)

Procurement **NEW!**

- [Methods of Procurement](#)
 - ◊ [Procurement Training PowerPoint](#)
- **Independent Centers and Sponsors of Affiliated Centers**
 - ◊ [Procedures](#)
 - ◊ [Documentation Form](#)
 - ◊ [Sample: Self-Prep Kitchens](#)
 - ◊ [Sample: Vended Meals](#)
- **Sponsors of Family Day Care Homes and Unaffiliated Centers**
 - ◊ [Procedures](#)
 - ◊ [Documentation Form](#)
 - ◊ [Sample: Administrative Costs](#)

Training

- [Attend a Refresher Workshop](#)
- [At-Risk Afterschool Meals Refresher Training](#)
- [Civil Rights Materials and Training](#)
- [Culinary Training](#)
- [Recorded Trainings](#)
- [Request a Training](#)

CACFP: At-Risk Afterschool Programs

Posted: Mon, 02/17/2014 - 1:12pm Updated: Tue, 01/13/2015 - 12:05pm

[CACFP Overview for At-Risk Afterschool Meals](#) 

[List of Sponsors of Separate Legal Entities](#) 

Meal Pattern

Children Ages 1-12

- [Meal Pattern for Children](#) 
- [Meal Pattern Chart](#) 
- [Recommendations to Improve Your Meals](#) 
- [Blank Menu](#) 
- [Milk Fact Sheet](#) 
- [Milk Substitutions](#) 
- Educational Menu Templates:
[Dairy](#) , [Fruits](#) , [Grains](#) , [Protein](#) , [Vegetables](#) 
- [USDA's Food Buying Guide](#) 
- [USDA's Recipe for Childcare](#) 
- [CACFP Crediting Handbook, updated 2013](#) 
- [Recipe for Healthy Kids Cookbook](#) 

Resources

- [At-Risk Afterschool Meals Handbook](#) 

Record Keeping

- [Daily, Monthly & Annual Requirements](#) 

Financial Forms

- [Food Service Account Ledger](#) 
- [Financial Management Manual](#) 
- [Methods of Procurement](#) 
- [Prior Approval Chart](#) 
- [SBOA Form E-1](#) 
- [Specific Prior Written Approval Documents](#) 
- [Direct Deposit Authorization](#) 
- [IRS W-9 Form](#) 
- [Center Time Log](#) 

Vending

- [Vending Contract](#) 
- [Vending Contract with School Authority](#) 
- [Vending Contract Extension](#) 

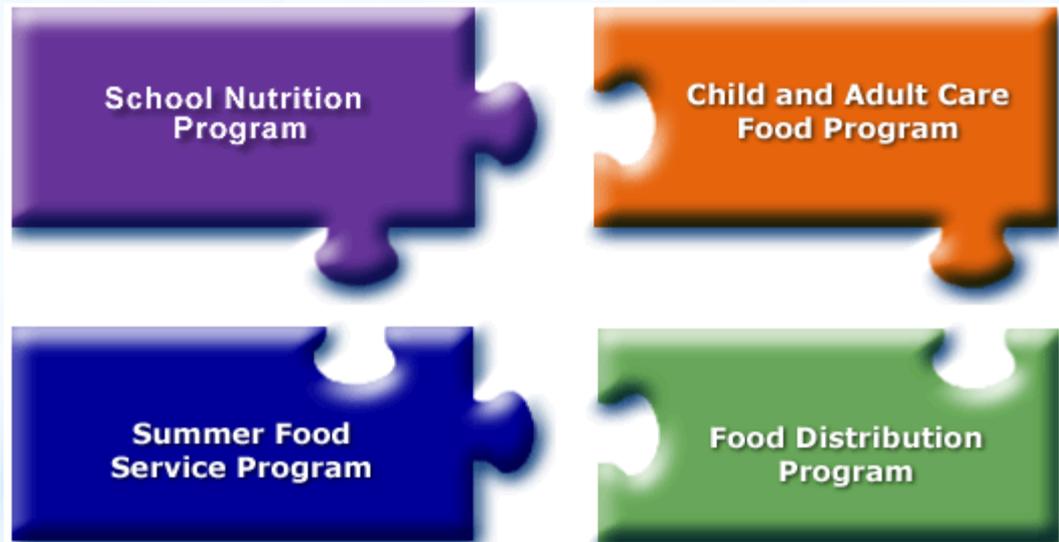
Menu/Meal Counts

- [Milk Calculation by Age](#) 
- [Milk Inventory](#) 
- [At-Risk Supper and Snack Menu](#) 
- [At-Risk Snack Menu and Meal Count Form](#) 
- [Meal Count Form](#) 
- [Meal Count Summary](#) 

Other Forms

- [Attendance Record](#) 
- [Training Documentation Form](#) 
- [Voluntary Closure Form](#) 

CNPweb



Message Screen

NEWS 4 U 2 USE -- April 2015

Print this page and keep it for reference.

For questions about the contents of this page, contact [Carol Markle](#).

Please share this information with all staff working with CACFP.

NEED HELP? The first name is the primary contact:

Phone number: 1-800-537-1142 or 317-232-0850 (option 2 for CACFP)

CACFP participation/Record keeping/Meal reimbursement/Regulations/General questions:

Heather Stinson, [Maggie Boyce](#), [Carol Markle](#)

Special Dietary Needs/Nutrition Education/Team Nutrition: [Heather Stinson](#)

Program Reviews: Field Consultant ([Mary Lou Davis](#), [Karen Edwards](#), [M. Elaine Haney](#), [Kim Cobb](#)) OR [Carol Markle](#)

Claim for Reimbursement: [Tina Herzog](#), [Cheryl Moore](#), [Dani Powers](#), [Carol Markle](#)

Civil Rights: [Maggie Schabel](#)

CACFP Awards Program: [Heather Stinson](#)

Farm-to-Preschool: [Maggie Schabel](#), [Heather Stinson](#)

Summer Food Service Program: [Tina Skinner](#)

CACFP Web Page (Policies/Record keeping forms/Training/Etc.): www.doe.in.gov/cacfp

CNPweb® (Claims/AFR/Sponsor, Center, Provider information sheets):

<http://scnweb.doe.in.gov/Login.asp>

Mailing Address: Indiana Department of Education, School & Community Nutrition, 115 West Washington Street, South Tower-Suite 600, Indianapolis, IN 46204

Fax Number: 317-232-0855

CNPweb Resources

 Indiana Department of Education
School and Community Nutrition Programs

CACFP
Child and Adult Care Food Program

 **CNPweb**
Help Programs Logoff

Applications Process Maintenance Reports **Resources**

[Home](#) > Select Year

CNPweb Resources – CACFP

Posted: Wed, 02/27/2013 – 10:16am Updated: Tue, 01/20/2015 – 10:20am

This page contains links to manuals, forms and instructions for the Child and Adult Care Food Program's CNPweb system.

- [How to complete the CACFP Institution Management Plan](#) 
- [CACFP Management Plan Frequently Asked Questions \(FAQ\)](#) 
- [How to Use the CNPweb](#) 
- [How to Complete the Sponsor Information Sheet](#) 
- [How to Complete the Center Information Sheet for Licensed Centers, Ministries, Head Start, Homeless Shelters, and Adult Day Care](#) 
- [How to Complete the Center Information Sheet for At-Risk After-School Program and Outside-School-Hours Programs](#) 
- [How to Complete the FDC Provider Information Sheet](#) 
- [Budget Requirements](#) 
- [How to Enter the Budget for Independent Centers and Sponsors of Affiliated Centers](#) 
- [Budget Instructions for Independent Centers and Sponsors of Affiliated Centers](#) 
- [Instructions for Entering a Claim in the CNPweb](#) 
- [How to Complete the CACFP Annual Financial Report](#) 

CACFP Facts:

- Afterschool Meals FAQs
- At-Risk Meals Final Rule
- At-Risk Meals Proposed Rule
- Athletic Programs and Afterschool Meal Service
- Building for the Future (en Español)
- Meals and Snacks
- Operational Provisions - 7 CFR 226.17a
- Reimbursement Rates
- Snacks Final Rule

Guidance:

- At-Risk Afterschool Handbook
- CACFP 03-2014: Transitioning to SFSP
- CACFP 12-2013: Transitioning from SFSP
- CACFP 04-2013: School Food Authorities
- CACFP 15-2012: Health and Safety Standards
- CACFP 08-2012: Questions and Answers
- CACFP 11-2007: Nontraditional CACFP Operators
- Out-of-School-Time Nutrition Options

Resources:

- Afterschool.gov
- Best Practices, 2011 Final Report
- CACFP Nutrition and Nutrition Education
- CACFP-Summertalk
- Healthy Meals Resource System
- Pamphlet
- Team Nutrition Library
- Webinar Series

HMRS



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- [Resource Library](#)
- [HealthierUS School Challenge: Smarter Lunchrooms Resources](#)
- [Local Wellness Policy Resources](#)
- [State Sharing Center](#)
- [Professional Standards](#)

Home

In the News

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.

First Lady Michelle Obama PSA

First Lady on Healthy School Meals



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CACFP Wellness Resources for Child Care Providers



School Nutrition Environment and Wellness Resources

Team Nutrition: Free Stuff



Team Nutrition print materials are available only to schools and child care centers that participate in the Federal Child Nutrition Program. All others are welcome to download our materials from our Website at teamnutrition.usda.gov. If you cannot find an item on this order form it is temporarily out of stock. Please check back often for its availability.

To inquire about bulk orders please send an email to teamnutrition@fns.usda.gov

HEALTHIERUS SCHOOL CHALLENGE

- USDA218 HealthierUS School Challenge Smarter Lunchrooms Brochure (Qty limit: 1) 1 pkg = 50
- USDA272 Best Practices for Healthy School Fundraisers (Qty limit: 15)

DISCOVER MY PLATE: NUTRITION EDUCATION FOR KINDERGARTEN

- USDA269 Curriculum Training for Teachers – Training Guide (Qty limit: 1)
- USDA273 Discover MyPlate Teachers Kit (Qty limit: 1)
- USDA274 Student Emergent Readers (Qty limit: 5) Set of 6 books

SERVING UP MY PLATE (GRADES 1-6)

- USDA240 MyPlate at Home - Parent Handout in English (Qty limit: 1) 1 pkg = 35 booklets
- USDA241 Eat Smart to Play Hard with MyPlate Poster (Qty limit: 1)
- USDA242 Serving Up MyPlate Kit A Yummy Curriculum, Level 1 Grades 1&2 (Qty limit: 1) 1 kit per order
- USDA243 Serving Up MyPlate Kit A Yummy Curriculum, Level 2 Grades 3&4 (Qty limit: 1) 1 kit per order
- USDA244 Serving Up MyPlate Kit A Yummy Curriculum, Level 3 Grades 5&6 (Qty limit: 1) 1 kit per order
- USDA245 Eat Smart to Play Hard MyPlate Mini-Poster (Qty limit: 1) 1 pkg = 35 mini Posters/Avail by pack only

GREAT GARDEN DETECTIVE ADVENTURE (GRADES 3 & 4)

- USDA255 Great Garden Detective Adventure Curriculum w Newsletters 1-10 (Qty limit: 1) 1 Pkg = 35 copies
- USDA255-A Replenishment Newsletter 1 - Grow Healthy Habits (Qty limit: 1) 1 Pkg = 35 newsletters
- USDA255-B Replenishment Newsletter 2 - Encourage Your Child's Growth (Qty limit: 1) 1 Pkg = 35 Newsletters
- USDA255-C Replenishment Newsletter 3 - Grow Healthy Habits (Qty limit: 1) 1 Pkg = 35 Newsletters
- USDA255-D Replenishment Newsletter 4 - Help Healthy Habits (Qty limit: 1) 1 Pkg = 35 Newsletters
- USDA255-E Replenishment Newsletter 5 - Grow Healthy Habits (Qty limit: 1) 1 Pkg = 35 Newsletters
- USDA255-F Replenishment Newsletter 6 - Help Healthy Habits (Qty limit: 1) 1 Pkg = 35 Newsletters
- USDA255-G Replenishment Newsletter 7 - Encourage Your Child (Qty limit: 1) 1 Pkg = 35 Newsletters
- USDA255-H Replenishment Newsletter 8 - Grow Healthy Habits (Qty limit: 1) 1 Pkg = 35 Newsletters
- USDA255-I Replenishment Newsletter 9 - Encourage Your Child (Qty limit: 1) 1 Pkg = 35 Newsletters
- USDA255-J Replenishment Newsletter 10 - Help Healthy Habits (Qty limit: 1) 1 Pkg = 35 Newsletters

