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 Agers
* Session 1: Transitioning to SFSP
* Session 2: At-Risk FAQ
* Session 2: Annual Financial Report
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
Start menus by planning the main dish protein

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<tr>
<th>Monday</th>
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<tbody>
<tr>
<td>Cheese</td>
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<td>Pork</td>
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<td>Yogurt</td>
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<td>Tilapia</td>
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# Menus: Grain Variety

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## Week 1

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<tr>
<td>Cheesy WG Macaroni</td>
<td>Chicken Soft Tacos</td>
<td>Bean Chili Spaghetti</td>
<td>Ham and Cheese on WG Bun</td>
<td>Scrambled Eggs, Biscuit</td>
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</tbody>
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Week 1

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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
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**

<table>
<thead>
<tr>
<th>Sponsor: ____________________________</th>
<th>Sponsor ID #: ____________</th>
<th>Date: ____________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site Name:</td>
<td>Menu items &amp; amount served:</td>
<td>Check of applicable:</td>
</tr>
<tr>
<td>Meals Approved:</td>
<td>No Records ______</td>
<td>Explanation:</td>
</tr>
<tr>
<td>Meal Observed:</td>
<td>Incomplete Records ______</td>
<td></td>
</tr>
<tr>
<td>Time Approved/Served:</td>
<td>Poor Sanitation ______</td>
<td></td>
</tr>
<tr>
<td>Number in Attendance:</td>
<td>Other:</td>
<td></td>
</tr>
<tr>
<td>Ages of Children:</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>NA</th>
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- 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 taken daily - separate from meal counts
- Accurate meal participation/meal count forms are completed *at the point of service*
- 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.

<table>
<thead>
<tr>
<th>5-Day Reconciliation required at EACH monitor visit</th>
<th>5 dates</th>
<th>Enrollment</th>
<th>Attendance</th>
<th>Breakfast</th>
<th>AM snack</th>
<th>lunch</th>
<th>PM snack</th>
<th>supper</th>
<th>night snack</th>
</tr>
</thead>
</table>

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
Child and Adult Care Food Program

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

Record Keeping

- Daily, Monthly & Annual Requirements

Financial Forms

- Food Service Account Ledger
- Financial Management Manual
- Methods of Procurement
- Prior Approval Chart
- SBDA 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

School Nutrition Program

Child and Adult Care Food Program

Summer Food Service Program

Food Distribution Program
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
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
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
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 with 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 - Help Healthy Habits (Qty limit: 1) 1 Pkg = 35 Newsletters |
| USDA255-J | Replenishment Newsletter 10 - Help Healthy Habits (Qty limit: 1) 1 Pkg = 35 Newsletters |