

THE PURPOSE OF THE CHILD AND ADULT CARE FOOD PROGRAM

The Indiana Department of Education (IDOE) operates the United States Department of Agriculture (USDA) Child Nutrition Programs (CNP). The Child and Adult Care Food Program (CACFP) provides reimbursement for nonresidential child care institutions to plan, purchase, prepare, and serve nutritious meals and snacks to eligible participants.

AT-RISK AFTER-SCHOOL MEAL PROGRAMS ELIGIBILITY REQUIREMENTS

- An At-Risk After-School Meal Program may participate in CACFP as an independent institution or under the sponsorship of a sponsoring organization.
- An At-Risk After-School Meal Program may be operated by one of the following types of institutions:
 - Public Entity—a municipal, county, state, or federal government agency
 - Nonprofit Institution—a federally tax-exempt institution, per section 501(c)(3) of the Internal Revenue Code, as determined by the US Department of Treasury, Internal Revenue Service
 - For-Profit Child Care Institution—a child care institution that does not qualify for tax-exempt status under the Internal Revenue Code. The institution must operate a child care center that received subsidized child care payments for at least 25 percent of its licensed capacity or enrollment (whichever is less), or at least 25 percent of its licensed capacity or enrollment (whichever is less) must be eligible for free or reduced price meals. Children who only participate in the At-Risk After-School Meals Program must not be counted in determining the 25 percent calculation.
- An At-Risk After-School Meal Program must be licensed or license-exempt as determined by the Family and Social Services Administration (FSSA), Bureau of Child Care (BCC)
 - At-Risk After-School Meal Programs operated by a public school in a school building are not required to be licensed.
- The building in which the At-Risk After-School Meal Program is housed must be physically located in a low-income area. A low income area is defined as an area served by a public school in which at least 50 percent of the enrolled students are approved for free or reduced price meals.
 - School data is available on the CACFP website:
<http://www.doe.in.gov/student-services/nutrition/cacfp-school-data>
- To determine which public school your program needs to reference in the CNPweb®, you must contact the school district that serves the physical address of your facility. Ask the school employee to list the names and addresses of the schools a child would attend if he/she lived at the address of your At-Risk After-School Meal Program. You will need the name and address of one elementary school and/or one middle school and/or one high school. Document this data on the At-Risk Verification Form. This form is on the CACFP web site at:
<http://www.doe.in.gov/sites/default/files/nutrition/cc14at-risk-site-verification.doc>
- The At-Risk After-School Meal Program must be organized to provide care for school-age children. Eligible programs may provide care after school, on weekends, on school holidays and/or during school vacation periods, during the regular school year, such as winter and spring breaks. The At-Risk After-School Meal Program may not claim meals or snacks during summer break, unless the public school used for area eligibility operates a year-round calendar.
- The At-Risk After-School Meal Program must provide regularly scheduled educational and/or enrichment activities in an organized, structured and supervised environment.

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- Organized athletic programs that only participate in interscholastic or community level competitive sports may not participate. Examples of athletic programs that cannot participate include competitive youth baseball leagues, community soccer and football leagues and area swim teams.
- An At-Risk After-School Meal Program that includes supervised athletic activity as one of its educational/enrichment activities could be eligible to participate. For example, an At-Risk After-School Meal Program that uses sports and recreational activities to provide constructive opportunities for community youth could be eligible to participate. The important distinction between eligible and non-eligible athletic programs is that the eligible program is open to all children, regardless of athletic ability. The emphasis of the eligible program is on providing constructive opportunity and not on competition.
- At-Risk After-School Meal Programs that are designed to meet the special needs of enrolled children or that have other limiting factors may be eligible to participate. Examples include a program targeting children with learning disabilities or a program targeting academically low-performing students.

ELIGIBLE AGE RANGE

- School age to 18 years of age; disabled persons of any age.
(NOTE: Federal law does not stipulate a minimum age, but the child must be enrolled in school to participate in the At-Risk After-School Meal Program. If a child turns 19 during the school year, the child may continue to participate the rest of the school year. Disabled participants must be disabled, as defined by the State, and enrolled in an institution serving a majority of persons 18 years of age and younger.)

ELIGIBLE OPERATIONAL TIME

- In conjunction with the public school calendar of the school used to meet area eligibility
(NOTE: At-Risk After-School Programs using a public school that operates on a year-round calendar, as its area eligible school, may receive reimbursement year-round. Programs using a public school that operates on a traditional school calendar (August-June), may not receive reimbursement during the summer break.)

MEAL PATTERN REQUIREMENTS

- Meals and snacks served to children must meet the requirements set forth in the CACFP Meal Pattern for Children. The chart specifies the required food components and portion sizes.
- All required components must be served to the child for the meal or snack to be reimbursable.
- At-Risk After-School Programs that operate on school days must serve the meal and/or snack to children after their school day ends.
- At-Risk After-School Programs that operate on weekends, holidays and/or during school vacation periods may serve the meal and/or snack at any time during the day.
- If the At-Risk After-School Program is operated by a school participating in the National School Lunch Program (NSLP), the same menu planning approach used for NSLP may also be used for CACFP.

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RECORDKEEPING REQUIREMENTS

- Annual CACFP Renewal
- Verification documentation for At-Risk After-School Programs
- Attendance records
- Dated menus listing the food items and serving size for each meal and snack
- Accurate point-of-service meal counts (NOTE: Meal counts records do not need to be kept by child's name)
- Receipts and Invoices
- Bank Statements, cancelled checks and cost allocation plans, as applicable
- Record of annual Civil Rights training
- Record of annual CACFP training
- Food Vendor Contracts, as applicable
- Doctor Statement for medical changes to the meal pattern

REIMBURSEMENT

- At-Risk After-School Programs can be reimbursed for up to one meal and one snack, per child per day
- The amount of reimbursement an institution is eligible for depends on the number of meals served to children.
- All children are reimbursed at the free rate.
- At-Risk After-School Programs may not profit from CACFP. Institutions must operate a nonprofit food service program, which means that all reimbursement received for food service is restricted and used only for allowable food program costs. Any reimbursement in excess of food program expenses must be used to maintain, expand or improve the institution's nonprofit food service program.
- At-Risk After-School Programs may not charge children for the meal or snack.
- Meals and snacks may not be sent home with the child. Meals and snacks must be consumed while the child is at the facility.

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Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

For any other information dealing with Supplemental Nutrition Assistance Program (SNAP) issues, persons should either contact the USDA SNAP Hotline Number at (800) 221-5689, which is also in Spanish or call the [State Information/Hotline Numbers](http://www.fns.usda.gov/snap/contact_info/hotlines.htm) (click the link for a listing of hotline numbers by State); found online at http://www.fns.usda.gov/snap/contact_info/hotlines.htm.

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