Overview of Requirements for Child and Adult Care Food Program (CACFP) At-Risk Afterschool Care Centers

The at-risk afterschool meals component of the Child and Adult Care Food Program (CACFP) provides reimbursement for snacks and suppers served to children through age 18 who are participating in afterschool programs in eligible (at-risk) areas. The program provides funds to public and private nonprofit (federal tax-exempt) and for-profit organizations and schools to provide nutritious snacks and suppers served as part of organized programs of care, which are known to help reduce or prevent children's involvement in high-risk behaviors.

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Overview of Requirements for Child and Adult Care Food Program (CACFP) At-Risk Afterschool Care Centers

Program Eligibility

Organizations must meet the definition of at-risk afterschool care center as defined in the CACFP regulations (7 CFR 226.2). "At-risk afterschool care center" means a public or private nonprofit organization that is participating or is eligible to participate in the CACFP as an institution or as a sponsored facility and that provides nonresidential child care to children after school through an approved afterschool care program located in an eligible area. Emergency shelters, as defined in section 7 CFR 226.2 of the CACFP regulations, may participate as an at-risk afterschool care center without regard to location.

To be eligible for reimbursement, an afterschool care program must meet the following requirements:

- be organized primarily to provide care for children after school during the regular school year;
- have organized, regularly scheduled activities in a structured and supervised environment;
- include education or enrichment activities; and
- be located in an eligible area (refer to "Area Eligibility" in this document).

In addition, the at-risk afterschool care center cannot exceed the authorized capacity.

Organized athletic programs engaged in interscholastic or community level competitive sports are not eligible for afterschool care programs.

Area Eligibility

An eligible area is defined as the attendance area of an elementary, middle, or high school in which at least 50 percent of the enrolled children are certified eligible for free or reduced-price school meals. Area eligible listings are based on the most recent October data and are updated annually by the Connecticut State Department of Education (CSDE). Once established, area eligibility remains in effect for a period of five years. Current area eligibility information is available on the CSDE's Area Eligibility for Child Nutrition Programs webpage.

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Eligibility Requirements for Children

At-risk snacks and at-risk suppers are reimbursable only if served to children who are participating in an approved afterschool care program and are age 18 or under at the start of the school year or meet the definition of persons with disabilities in section 7 CFR 226.2 of the CACFP regulations. Institutions are not required to maintain income eligibility applications for individual children who receive only at-risk snack or at-risk supper.

Cost of At-Risk Snacks and Suppers

All at-risk snacks and at-risk suppers must be provided at no charge to participating children.

Licensing

Section 7 CFR 226.6 (d)(1)(v) of the CACFP regulations indicates that if federal, state (e.g., Department of Public Health), or local licensing or approval is not otherwise required, at-risk afterschool care centers must meet state or local health and safety standards.

For-profit Centers

In any calendar month, a for-profit center must be eligible to participate in the CACFP as described in the definition of for-profit center in section 7 CFR 226.2 of the CACFP regulations. However, children who only receive at-risk snacks and/or at-risk suppers cannot be considered in determining this eligibility.

Reimbursement

Reimbursement for at-risk snacks and at-risk suppers is provided at the free reimbursement rate currently in effect for CACFP centers. Information on the current CACFP reimbursement rate is available in the "Reimbursement Rates for CACFP" section of the CSDE's Reimbursement Rates for Child Nutrition Programs webpage.

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Limit for Daily Reimbursements

Only one at-risk snack and one at-risk supper per child per day may be claimed for reimbursement. An at-risk afterschool care center that provides care to a child under another component of the CACFP during the same day cannot claim reimbursement for more than two meals and one snack or one meal and two snacks, per child per day, including at-risk snack and at-risk supper.

At-risk snacks and at-risk suppers cannot be claimed during summer vacation, unless the at-risk afterschool care center is located in the attendance area of a school operating on a year-round calendar.

Meal Service

All participating at-risk afterschool care centers must serve snacks and suppers that meet the CACFP meal pattern requirements. Each child must receive all required meal pattern components for a complete reimbursable snack or supper. For information on the CACFP meal pattern requirements, refer to the CSDE's Guide to Meeting the CACFP Meal Patterns for Children and visit the CSDE's Meal Patterns for CACFP Child Care Programs webpage.

The minimum meal pattern requirements for children ages 6-12 and 13-18 are the same. However, the CSDE recommends offering larger portions to older children based on their greater calorie requirements.

All at-risk snacks and at-risk suppers must be eaten by the children while in attendance at the center. Food cannot be sent home with students and claimed for reimbursement.

The supper meal can be served at any point during the afterschool program. While it is called "supper" when served after school, program staff can determine the best time to serve the meal. Supper can be served right when children walk through the door. At-risk snacks and at-risk suppers must be served after the end of the school day.

At least two hours must elapse between the snack and a supper meal, if the snack is served first. Two and a half hours must elapse between meal services when the supper meal is served before the snack.

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CACFP Monitoring Requirement

Sponsoring organizations with more than one site are required to establish a monitoring process to effectively manage their programs, in accordance with section 7 CFR 226.16(d)(4) of the CACFP regulations. Monitoring requirements include the criteria below.

- The sponsor must review each prospective new site prior to starting the program.
- Each site must be monitored at least three times per year. At least two monitoring visits must be unannounced and at least one of the unannounced visits must include a meal observation.
- No more than six months may elapse between monitoring visits.
- New sites must be monitored within the first four weeks of CACFP operation.
- Monitoring reports and corrective action must be maintained on file with all other CACFP records.

Recordkeeping Requirements

At-risk afterschool care centers must maintain the following records:

- daily attendance rosters or sign-in sheets of enrolled participants;
- the number of at-risk snacks and/or at-risk suppers served to participating children for each snack and/or supper service;
- menus for each at-risk snack and at-risk supper service;
- cost records; and
- completed monitoring reports, if applicable, e.g., for more than one site.

Section 7 CFR 226.10(d) of the CACFP regulations states the following: “All records to support the claim shall be retained for a period of three years after the date of submission of the final claim for the fiscal year to which they pertain, except that if audit findings have not been resolved, the records shall be retained beyond the end of the three year period as long as may be required for the resolution of the issues raised by the audit. All accounts and records pertaining to the Program shall be made available, upon request, to representatives of the State agency, of the Department [of Agriculture], and of the U.S. Government Accountability Office for audit or review, at a reasonable time and place.”

For additional guidance, refer to the CSDE’s resource, *Records Retention Requirements for the Child and Adult Care Food Program*.

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Training Requirements

Institutions must conduct annual CACFP and civil rights training for staff working with the At-Risk Afterschool Care Meals Program. A record of each training session must be maintained and include the date, location, agenda topics, and a sign-in sheet of all participants who attended the training. For guidance on civil rights requirements and training, visit the "CACFP Civil Rights Requirements" section of the CSDE's Civil Rights for Child Nutrition Programs webpage.

In addition, the CACFP regulations address other training requirements, which are summarized below.

- Section 7 CFR 226.6(d)(3)(vii) requires that CACFP institutions must provide for orientation and ongoing training in child care for all caregivers.

- Sections 7 CFR 226.16(d)(2) and 7 CFR 226.16(d)(3) require that CACFP sponsoring organizations provide training on CACFP duties and responsibilities to key staff from all sponsored facilities prior to the beginning of CACFP operations and at least annually thereafter. At a minimum, this training must include instruction, appropriate to the level of staff experience and duties, on the CACFP meal patterns, meal counts, claims submission and review procedures, recordkeeping requirements, and reimbursement system. Attendance by key staff, as defined by the CSDE, is mandatory.

Training on the CACFP meal patterns is available in the CSDE's recorded training modules, Bite Size: Meeting the Child and Adult Care Food Program (CACFP) Meal Patterns. For additional CACFP training resources, visit the "Training for the CACFP" section of the CSDE's Training for Child Nutrition Programs webpage.

Each institution must maintain a nonprofit food service operation, principally for the benefit of enrolled participants. This does not mean that the institution must operate at a loss or break-even status; however, it does mean that any excess funds must be used exclusively in the food service operation.

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Nonprofit Food Service Operation

Each institution must maintain a nonprofit food service operation, principally for the benefit of enrolled participants. This does not mean that the institution must operate at a loss or break-even status; however, it does mean that any excess funds must be used exclusively in the food service operation.

Resources

Afterschool Meals (USDA webpage):
https://www.fna.usda.gov/cacfp/afterschool/faqs

Afterschool Programs (USDA webpage):
https://www.fna.usda.gov/cacfp/afterschool

At-risk Afterschool Care Handbook (USDA):
https://www.fns.usda.gov/cacfp/risk-afterschool-care-handbook

CACFP At-risk Afterschool Care Centers (CSDE webpage):
https://portal.ct.gov/sde/nutrition/cacfp-at-risk-afterschool-care-centers

CACFP At-Risk Afterschool Meals Guide (USDA):
https://fns-prod.azureedge.us/cacfp/afterschool/handbook

CACFP Training (CSDE's Training for Child Nutrition Programs webpage):
https://portal.ct.gov/sde/nutrition/training-for-child-nutrition-programs#CACFP

Crediting Documentation for the Child Nutrition Programs (CSDE webpage):
https://portal.ct.gov/sde/nutrition/crediting-documentation-for-the-child-nutrition-programs

Crediting Foods in the Child and Adult Care Food Program (CSDE webpage):
https://portal.ct.gov/sde/nutrition/crediting-foods-in-the-child-and-adult-care-food-program

Final Rule: Child and Adult Care Food Program: At-Risk Afterschool Meals in Eligible States (USDA):
https://www.fna.usda.gov/cacfp/fr-040110

Food Safety for Child Nutrition Programs (CSDE webpage):
https://portal.ct.gov/sde/nutrition/food-safety-for-child-nutrition-programs

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Forms (CSDE's CACFP At-risk Afterschool Care Centers webpage):
https://portal.ct.gov/sde/nutrition/cacfp-at-risk-afterschool-care-centers/forms

Guide to Meeting the CACFP Meal Patterns for Children (CSDE):
https://portal.ct.gov/-/media/sde/nutrition/cacfp/mealpattern/guide_cacfp_meal_patterns.pdf

How to Participate in At-risk Afterschool Meals Component of CACFP (USDA):
https://www.fna.usda.gov/cacfp/afterschool/factsheet

Meal Pattern and Crediting Resources for the Child and Adult Care Food Program (CSDE):
https://portal.ct.gov/-/media/sde/nutrition/cacfp/mealpattern/resources_cacfp_meal_patterns.pdf

Meal Patterns for the Child and Adult Care Food Program (CSDE webpage):
https://portal.ct.gov/sde/nutrition/meal-patterns-for-the-child-and-adult-care-food-program

Operational Memoranda for the CACFP (CSDE webpage):
https://portal.ct.gov/sde/lists/operational-memoranda-for-the-cacfp

Program Guidance for CACFP Child Care Programs (CSDE webpage):
https://portal.ct.gov/sde/nutrition/program-guidance-cacfp-child

Records Retention Requirements for the Child and Adult Care Food Program (CSDE):
https://portal.ct.gov/-/media/sde/nutrition/cacfp/forms/records_retention_cacfp.pdf

Special Diets in CACFP Child Care Programs (CSDE webpage):
https://portal.ct.gov/sde/nutrition/special-diets-in-cacfp-child-care-programs

USDA Memo CACFP 08-2012: The At-Risk Afterschool Meals Component of the CACFP:
https://www.fna.usda.gov/cacfp/at-risk-afterschool-meals-component-questions-and-answers

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For more information on the CACFP, visit CSDE's CACFP At-risk Afterschool Care Centers webpage or contact the CACFP staff at the Connecticut State Department of Education, Bureau of Child Nutrition Programs, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841. This document is available at https://portal.ct.gov/-/media/sde/nutrition/cacfp/atrisk/ cacfp_at-risk_afterschool_ care_centers_overview.pdf.

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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/ad-3027.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail: U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Avenue, SW
   Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: program.intake@usda.gov

This institution is an equal opportunity provider.

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