

# Child and Adult Care Food Program (CACFP)

Louisiana Believes

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## At-Risk Afterschool Meals

# The Goal of At-Risk Afterschool Program

**To provide children with a safe place to go after school and nutritious food that gives them the energy they need to concentrate on homework and join their friends in physical, educational, and social activities.**

# Legislative History

## Key Dates:

1994: The first reimbursements for at-risk afterschool snacks were provided through demonstration projects.

1998: *The William F. Goodling Child Nutrition Reauthorization Act of 1998*

- authorized CACFP reimbursement for snacks to children through 18 in afterschool programs in all states

2010: *The Healthy, Hunger-Free Kids Act of 2010*

- Expanded meal reimbursement for at risk afterschool programs in all states

# At-Risk Afterschool Program Basics

## **At-Risk Afterschool Meals Program:**

- May claim reimbursement for meals and snacks served after the end of the school day to children who participate in an approved afterschool program
  - There is no federally mandated time limit between the end of school and the meal service or a requirement for the order of meal and snack service, but the service of a meal or snack must occur during the operation of the school's afterschool care program.
- Participants must be age 18 or under at the start of the school year. Reimbursement may be claimed for children who turn 19 during the school year. There is no age limit for persons with disabilities.
- May claim reimbursement only during the regular school year

# At-Risk Afterschool Program Basics

- Must be “area eligible” (located in the attendance area of a public school where at least 50% of the students are eligible for Free or Reduced Price Meals under the National School Lunch Program)
- Must offer educational and/or enrichment activities
  - Although there are no specific requirements for the types of educational and enrichment activities that a program can offer, examples include, but are not limited to, arts and crafts, homework assistance, life skills, remedial education, organized fitness activities, etc. **Note:** There is no requirement that all children receiving meals participate in the offered activities.
- Must be open to all children and does not limit enrollment on the basis of a child’s ability.
- Must have a Permit to Operate and a Fire Marshal Inspection Report.
  - Schools that participate as at-risk afterschool care centers in CACFP do not have to meet any additional health and safety requirements. Participation in the NSLP or SBP requires a health and safety inspection. Therefore, participation in NSLP or SBP is proof of meeting health and safety requirements for CACFP.

# At-Risk Meal Pattern Options

The CACFP regulations permit SFAs participating in NSLP to substitute NSLP meal pattern requirements for the CACFP meal pattern requirements [7 CFR §226.20(o)]. This means SFAs may choose to use either the CACFP or NSLP meal patterns when serving at-risk afterschool meals through CACFP. Schools electing to follow the NSLP meal pattern requirements must follow the new NSLP meal patterns. Although the use of offer versus serve (OVS) is not generally permitted under CACFP, SFAs may use OVS for the meal service under either the CACFP or NSLP meal patterns. However, OVS may not be used with snack services under either CACFP or NSLP.

# CACFP Meal Pattern Component Requirements

## **SNACK:**

- Two (2) of the four (4) components are required
  1. Milk
  2. Fruit/Vegetable
  3. Grains/Bread
  4. Meat/Meat Alternate

### Note:

- Juice may not be served when milk is served as the only other component for snack.
- It is recommended that cookies or cake type items not be served as a Grain/Bread more than twice per week.

# CACFP Meal Pattern Component Requirements

## Supper:

- Five (5) components are required
  1. Milk
  2. Grains/Bread
  3. Meat/Meat Alternate
  4. Fruit/Vegetable
  5. Fruit/Vegetable

**Note:** Two separate servings of the fruit/vegetable are required for supper.

# CACFP Portion Sizes

Food Components for Ages 6-12	Breakfast	Lunch/Supper	Snack
<b>Milk</b>			
Milk, fluid low fat or non-fat	1 cup	1 cup	1 cup
<b>Vegetables and/or Fruits</b>			
Vegetable(s) and/or fruit; <b>or</b>	½ cup	¾ cup	¾ cup
Vegetable or fruit juice (full strength)	½ cup	¾ cup (6 fl oz)	¾ cup (6 fl oz)
<b>Grains and Breads</b>			
Bread; <b>or</b>	1 slice	1 slice	1 slice
Cornbread, biscuits, rolls, or muffins, etc.; <b>or</b>	1 servings	1 serving	1 serving
Cold dry cereal; <b>or</b>	¾ cup or 1 oz	¾ cup or 1 oz	¾ cup or 1 oz
Cooked pasta or noodle product; <b>or</b>	½ cup	½ cup	½ cup
Cooked cereal or cereal grains or an equivalent quantity of any combination of grains/breads	½ cup	½ cup	½ cup
<b>Meat and Meat Alternates</b>			
Lean meat or poultry or fish; <b>or</b>	A meat/ meat alternate is not required at breakfast	2 oz	1 oz
Cheese; <b>or</b>		2 oz	1 oz
Eggs; <b>or</b>		1 large egg	½ large egg
Alternate protein product; <b>or</b>		2 oz	1 oz
Cooked dry beans or peas; <b>or</b>		½ cup	¼ cup
Peanut butter or soynut butter or other nut or seed butters; <b>or</b>		4 tbsp	2 tbsp
Peanuts or soynuts or tree nuts or seeds; <b>or</b>		1 oz = 50%	1 oz
Yogurt; <b>or</b>		8 oz or 1 cup	4 oz or ½ cup
An equivalent quantity of any combination of the above meat alternates			

# Cycle Menu Planning Tool

- Sponsors/Institutions may prepare a four (4) week Cycle Menu to ensure food variety. Menus must be posted.

LOUISIANA CHILD AND ADULT CARE FOOD PROGRAM  
 AT-RISK AFTER SCHOOL SNACK/MEAL CYCLE MENUS  
 AGES 3-18 YEARS

INSTITUTION/CENTER NAME \_\_\_\_\_

WEEK OF: \_\_\_\_\_ 20\_\_\_\_  
 WEEK 1

AGES 3-5	AGES 6-18		DATE: MONDAY	DATE: TUESDAY	DATE: WEDNESDAY	DATE THURSDAY	DATE: FRIDAY
		PM SNACK (CHOOSE 2)					
1/2 C 1/2 Serv 1/2 C 1/2 oz	1 C 1 Serv 3/4 C 1 oz	MILK BREAD OR BREAD ALTERNATE FRUIT, VEGETABLE, OR JUICE MEAT OR MEAT ALTERNATE	Cheese Toast Orange Slices*	Milk Pear Halves	Cinnamon Toast Pineapple Juice	Milk Poptarts	WW Bread Apple Juice Tuna Salad

		SUPPER / MEAL (if applicable)					
3/4 C 1/2 Serv 1 1/2 oz 1/4 C 1/4 C	1 C 1 Serv 2 oz 1/2 C 1/2 C	MILK BREAD OR BREAD ALTERNATE MEAT OR MEAT ALTERNATE VEGETABLE OR FRUIT**  VEGETABLE OR FRUIT	LF Milk WW Bread Sliced Smoked Ham Candied Yams** Steamed Grn Cabbage* Peach Cobbler	LF Milk Steamed Rice w/ gravy Mini Meat Loaves Glazed Carrots+ Kiwi Fruit*	LF Milk Buttered Roll Veal Cutlet/Noodles Collard Greens* Fruit Cocktail	LF Milk Sliced White Bread Grilled Cheese Baby Spinach/Egg Salad*+ Purple Plums+	LF Milk Dinner Roll Baked Pork Chops Broccoli/Rice Casserole*+ Fresh Strawberries*

**NOTE:** These sample menus are only a compilation of suggested menu items and the Institution still remains responsible for ensuring that USDA component and portion-size requirements are met. Substitutions may be made as needed as long as component and nutrient requirements are being met.

\* Source of Vitamin C + Source of Vitamin A

\*\*Two or more foods from the fruit/vegetable group served to TOTAL 1/4C, 1/2C or 3/4C amounts indicated on lunch/supper meal pattern.

# Meal Service Requirements

**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.

# Required Documentation

- Enrollment and Meal Count/Attendance Records
- Menu Worksheets/Production Records
- Financial Documentation
- Claim Summary/Site Reimbursement Worksheet
- Training and Monitoring Records
- Policies and Procedures

# Enrollment and Meal Count/Attendance Record

The required enrollment document is the Enrollment and Meal Count/Attendance Record.

- This document identifies monthly enrollment for each categorically Free participant.
- The document also indicates when each participant received a meal (Snack and/or Meal).
- The document is an Excel document that calculates the total number of meals served. Totals are listed at the bottom of the form and are used to file monthly claims for reimbursement



# Menu Worksheet (MWS) / Production Records Instructions

**Menu Worksheets (MWS) (CACFP 6)** or equivalent Production Record must be completed daily to record the menus and amounts of food prepared and served. Menu Worksheet guidance can be accessed through the CNP Website, at CACFP Forms-Menu Worksheets.

The following information must be entered on the Menu Worksheets CACFP 6:

- Enter the Institution name, facility name, and the date at the top of each MWS and complete the following columns:
  - **Col. 1**: Components required for each meal type
  - **Col. 2**: Planned menu for each meal
  - **Col. 3**: Specific description of food items prepared
  - **Col. 4**: Actual amounts prepared for each component (i.e. pounds, cups, ounces, cans, etc...)
  - **Col. 5**: Number of participants served by age category

# Menu Worksheets / Production Record (Sample)

LOUISIANA CHILD AND ADULT CARE FOOD PROGRAM  
**AT- RISK AFTER SCHOOL SAMPLE SNACK /MEAL MENU WORKSHEETS**  
**AGES 3-18 YEARS**

INSTITUTION NAME: CENTER OF HOPE COMMUNITY CENTER FACILITY: SAME DATE: 10/1/20XX

AGES 3-5	AGES 6-18	(1) MEAL PATTERN	(2) SNACK MENU	(3) FOOD ITEMS USED	(4) AMOUNTS USED	(5) NUMBER SERVED
1/2 c 1/2 sl 1/2 c 1/2 oz	1 c 1 sl 3/4 c 1 oz	<b>PM SNACK (Choose 2)</b> 1. Milk 2. Bread/Bread Alternate 3. Fruit, Vegetable, or Juice 4. Meat/Meat Alternate	CHEESE TOAST PINEAPPLE JUICE	WW SL BREAD CD PINEAPPLE JUICE MOZZARELLA CHEESE	1-1/2 (24 oz LOAF) 4 (46 oz CANS) 2-1/2 LBS	3-5 <u>10</u> 6-18 <u>20</u> Adults _____ TOTAL <u>30</u>

AGES 3-5	AGES 6-18	(1) MEAL PATTERN	(2) SUPPER MENU	(3) FOOD ITEMS USED	(4) AMOUNTS USED	(5) NUMBER SERVED
3/4 c 1 1/2 oz 1/4 c 1/4 c 1/2 serv	1 c 2 oz 1/2 c 1/4 c 1 serv	<b>SUPPER MEAL</b> 1. Milk 2. Meat/Meat Alternate 3. Vegetable and/or fruit 4. Vegetable and/or Fruit 5. Bread or Bread Alternate	MILK BAKED CHICKEN THIGHS SMOTHERED POTATOES FRESH MED. APPLE CORNBREAD SQUARES	1% LOW FAT MILK (1/2 PTS) BONELESS/SKINLESS CHICKEN THIGHS DEHYDRATED SL POTATOES SM FRESH APPLES CORN BREAD SQ (YIELD) JIFFY CORNBREAD MIX (8.5 OZ BX)	30 1/2 PINTS (27.5 CUPS) 10 LBS 3# BAG 4 LBS (40-1 OZ SQ) 5 Boxes	3-5 <u>10</u> 6-18 <u>20</u> Adults _____ TOTAL <u>30</u>

# Procurement and Contracting Requirements

SFAs may follow the NSLP procurement standards found in 7 CFR §210.21 in lieu of CACFP procurement standards at 7 CFR §226.22. NSLP has comprehensive requirements in these areas and compliance with the NSLP requirements satisfies the intent of the corresponding CACFP requirements and will simplify participation for SFAs. Please note that there is no Federal requirement that food inventories used for the various Child Nutrition Programs be stored separately. Additionally, SFAs are not required to allocate expenses to the separate Child Nutrition Programs. Child Nutrition Program reimbursements may be used to pay expenses related to any of the Child Nutrition Programs. Indirect costs must be charged appropriately to the nonprofit school food service account. Please see the indirect cost guidance for more information ([http://www.fns.usda.gov/cnd/governance/Policy-Memos/2011/SP41-2011\\_os.pdf](http://www.fns.usda.gov/cnd/governance/Policy-Memos/2011/SP41-2011_os.pdf)).

# CACFP Financial Management

The following documents must be maintained monthly by the Sponsor/Institution:

- Itemized Receipts/Invoices
- Time Sheets (CACFP-10), if applicable
- CACFP Disbursement Journal (CACFP-9A)
- Bank Statement/Canceled Checks/Deposit Slips

# Institution/Sponsoring Organization Training

SFAs participating in the NSLP are familiar with operating a Federal Child Nutrition Program and should not be required to attend training prior to submitting a CACFP application. Similarly, members of the food service staff who receive meal service training under the NSLP are not required to attend separate CACFP training on meal services. However, administrative staff must be informed about Program requirements and attend the necessary training. CACFP State agencies may offer targeted training on the at-risk component of CACFP during NSLP trainings to eliminate the need for SFA administrative staff to attend a separate CACFP training. Additionally, SFAs are not required to conduct preapproval visits to schools already participating in NSLP.

- Training must be conducted **by the Sponsor/Institution**, and meet all training requirements.
- Training must be held at least twice a program year.
- Civil Rights Training must be conducted annually.

# FACILITY MONITORING

SFAs must continue to monitor their at-risk sites, though monitoring requirements of the CACFP at-risk afterschool meal sites may be aligned with those of NSLP.

- All Institutions/Sponsoring Organizations must conduct facility monitoring at least three times a program year. Monitoring requirements and forms can be accessed through the CNP Website at CACFP Forms–Facility Monitoring Forms.
- The first monitoring visit must take place within the first four (4) weeks of approved operation in the CACFP. The two (2) subsequent monitoring visits may be no more than six (6) months apart.
- Two of the three monitoring visits (at each facility) must be “unannounced.”
- At least one monitoring visit must include a meal observation
- Ensure that all applicable sections of the monitoring review form are completed, signed and dated. Institution must vary monitoring dates annually.

# FACILITY MONITORING

**LOUISIANA STATE DEPARTMENT OF EDUCATION  
CACFP MONITORING REVIEW FORM  
AT RISK AFTERSCHOOL SNACK INSTITUTIONS**

CACFP – 4A

Yes No

Facility Monitoring Reviews are used to assess the food service operations' compliance with record keeping, meal pattern and component requirements as well as other program regulations. Each facility must be monitored at least **three (3) times** per program year (October - September). One of these reviews must be made during the first four (4) weeks of program operations and not more than 6 months between reviews. **Two** of the three reviews must be **unannounced** and at least **one** of the unannounced visits must include the observation of a meal service 7CFR 226.16(d) (4) (iii). The reviews must be conducted in accordance with dates specified in the approved Application/Agreement. All questions must be completed; if a question is not applicable, write N/A on the space provided.

Institution Name: \_\_\_\_\_  
Name and Address of Site: \_\_\_\_\_  
\_\_\_\_\_  
Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

Is this an unannounced facility review? \_\_\_\_ Yes \_\_\_\_ No

- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| 1. Is site complying with State health and safety requirements?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Is site in compliance with the age limits?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Is temporarily housing and meals provided to children and their parents, if applicable?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are the following records on file for review?   | <input type="checkbox"/> | <input type="checkbox"/> |
| a. Daily enrollment and attendance records?  | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Daily menu worksheets of children receiving meals?  | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Daily dated menus with changes or substitutions?  | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Itemized receipts for food and non-food purchases?  | <input type="checkbox"/> | <input type="checkbox"/> |
| e. Bank statements and canceled checks?  | <input type="checkbox"/> | <input type="checkbox"/> |
| f. CACFP disbursement journal?   | <input type="checkbox"/> | <input type="checkbox"/> |
| g. CACFP training documentation?   | <input type="checkbox"/> | <input type="checkbox"/> |
| h. Facility monitoring review documentation?   | <input type="checkbox"/> | <input type="checkbox"/> |
| i. Employee and parent handbooks?  | <input type="checkbox"/> | <input type="checkbox"/> |
| j. Copies of claims for reimbursements?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Does institution have policies and procedures in place to address the following?  |                          |                          |
| a. Outside employment when it interferes with job duties?  | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Non-discrimination with procedures for filing a civil rights complaint?   | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Critical program functions? and   | <input type="checkbox"/> | <input type="checkbox"/> |
| d. A compensation plan?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Does parent handbook and/or materials provided to parents have a non-discrimination policy with procedures for filing civil rights complaint? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Are proper food handling procedures used when preparing and serving meals/snacks?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Is the site claiming the allowed meals and/or snacks/child/day for which approval is granted?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Is the shelter claiming only meals to residential children up to age 18 yrs or disabled at any age, if applicable?                            | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Are At - Risk Snacks claimed only for eligible school-aged children up to 18 yrs?  | <input type="checkbox"/> | <input type="checkbox"/> |

11. Was a 5-day reconciliation conducted for the prior month?  Yes  No  
(Using Menu Worksheets and Enrollment/Attendance Records from the prior month, select one week, Enter meal counts from menu worksheets and total attendance for all participants in chart below. Compare for any discrepancies.)

**5-DAY RECONCILIATION**

Week of \_\_\_\_\_

SNACK MEALS					
Menu Worksheets					
Total Attendance					

12. Does the Institution review the records monthly prior to the submission of the claim for reimbursement?  Yes  No  
13. What edit checks have been established to monitor the accuracy of:

Meal Counts? \_\_\_\_\_

Enrollment and Eligibility? \_\_\_\_\_

**14. CIVIL RIGHTS**

- A. Is the "And Justice for All" poster on display in a prominent place?  Yes  No  
B. Has a public announcement been made stating that admission is open to all persons regardless of race, color, national origin, sex, age, or disability? **YES**

A State-wide Media Release was issued to major newspapers by the Louisiana Department of Education on behalf of all Institutions participating in CACFP.

- C. Is there any separation by race, color, national origin, sex, age, or disability?  Yes  No  
D. Are all services and facilities used routinely by all persons without regard to race, color, national origin, sex, age, or disability?  Yes  No  
E. In the opinion of the reviewer based on information obtained by personal observation, does the Center appear to be in compliance with Title IV of the Civil Rights Act of 1964?  Yes  No  
F. Please indicate the number of participants in each racial/ethnic category for today's meal service:

BLACK OR AFRICAN AMERICAN	HISPANIC OR LATINO	AMERICAN INDIAN ALASKAN NATIVE	ASIAN	WHITE	NATIVE HAWAIIAN OR PACIFIC ISLANDER	TOTAL

15. Number in attendance on day of review \_\_\_\_\_ Observed Meal \_\_\_\_\_  
Were component and portion-size requirements met?  Yes  No

Comments: \_\_\_\_\_

REVIEWER \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

# Policies and Procedures

School Food Authorities (SFA) are not required to have a separate policy for CACFP.

**The following written policies and procedures are required:**

- Compensation Plan
- Policies that address outside employment
- Policies that address Critical Program Functions
- Non-discrimination policy

Note: The Non-discrimination policy must include all classes of discrimination, include procedures for filing a civil rights complaint, and be included in the parent handbook.

# CACFP STAFF LISTING

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# RESOURCES

<http://www.fns.usda.gov/cacfp/afterschool-programs>

- Afterschool Meals FAQs
- Athletic Programs and Afterschool Meal Service
- At Risk Afterschool Handbook
- CACFP 04-2013 School Food Authorities
- CACFP 08-2012 Questions & Answers