

# Colorado Department of Public Health and Environment Child and Adult Care Food Program (CDPHE-CACFP)



Colorado Department  
of Public Health  
and Environment



## Colorado CACFP At-Risk Afterschool Manual

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## INTRODUCTION

The U.S. Department of Agriculture's (USDA) Food and Nutrition Service (FNS) administers the Child and Adult Care Food Program (CACFP) at the national level. In Colorado, the Program is administered by the Colorado Department of Public Health and Environment (CDPHE) and CDPHE-CACFP is housed under the Nutrition Services Branch in the Prevention Services Division.

At-risk afterschool care centers provide a much needed service to their communities. They give children 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. FNS acknowledges the dedication and commitment of sponsors and centers to ensure that the meals claimed for reimbursement meet CACFP requirements, and that meal time is a pleasant, nutritious, and sociable experience for the children in their care.

Reimbursement for at-risk afterschool snacks has been available since the 1990's. At that time, reimbursement for at-risk afterschool meals was only available in few states. The Healthy, Hunger-Free Kids Act of 2010 (P.L. 111-296) expanded the availability for at-risk afterschool meals to all 50 states.

The at-risk afterschool meals component of the CACFP offers Federal funding to afterschool programs that serve a creditable meal and/or snack to children in low-income areas.

Public or private non-profit Institutions that want to participate in the Program may apply directly to CDPHE-CACFP and operate as an independent (single site) Institution or as a Sponsor of centers, if serving more than one site. Institutions sign an agreement with the CDPHE-CACFP and are responsible for the overseeing of the program at sponsored sites. Sponsors receive a Federal reimbursement through the CDPHE-CACFP to cover the administrative and operating costs of preparing and serving meals to eligible children at sites. However, centers offering an afterschool program are not required to work with a Sponsor to participate in CACFP.

## ABOUT THIS HANDBOOK

This handbook addresses CDPHE-CACFP requirements that apply to at-risk afterschool programs. In this handbook you will find information about:

- Eligibility requirements
- Meal patterns and meal planning requirements
- Food purchasing and food receipt/invoice requirements
- Record of Meals and attendance templates
- Reimbursement
- Sponsor of centers requirements

## PROGRAM REQUIREMENTS

Organizations may participate in the at-risk afterschool meals component of CACFP as an independent afterschool program or through a sponsor. This section will explain which programs and individuals are eligible to participate in the at-risk afterschool meals component of CACFP.

To be eligible to participate in the at-risk afterschool meals component of CACFP either as an independent program or through a sponsor, an afterschool program must:

- Be organized primarily to provide care for children after school or on the weekends, holidays, or school vacations during the regular school year (an at-risk afterschool center may not claim meals or snacks during the summer, unless it is located in the attendance area of a school operating on a year-round calendar).
- Provides organized regularly scheduled activities (i.e. in a structured and supervised environment).
- Include education or enrichment activities.
- Be located in an eligible attendance area of a public school (an elementary, middle school, or high school) where at least 50 percent of the students are eligible for free or reduced price meals under the National School Lunch Program (NSLP). For any newly opened school, the NSLP data will not be available until the following year.

Effective October 1, 2010, programs that meet these requirements are eligible to receive reimbursement for one meal and one snack per day served to eligible participants.

## ACTIVITIES

Programs must provide educational or enrichment activities in an organized, structured, and supervised environment. 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, and organized fitness activities. Organizations should contact the CDPHE-CACFP at 303-692-2330 for assistance in determining if an activity is eligible.

**Note:** There is no requirement that all children receiving meals participate in the offered activities.

Institutions may contract with another organization, including a for-profit entity, to provide enrichment or educational activities for the afterschool program. However, the sponsor or independent center must retain administrative and fiscal responsibility for the meal service.

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## ATHLETIC PROGRAMS

Organized athletic programs that only participate in interscholastic or community level competitive sports (for example, youth sports leagues such as “Babe Ruth” and “Pop Warner” baseball leagues, community soccer and football leagues, area swim teams, etc.) may not be approved as sponsors or independent centers in the Program.

However, afterschool programs that include supervised athletic activity may participate as long as they are “open to all” and not limit membership for reasons other than space, security, or licensing requirements. For example, an afterschool police athletic league program that uses sports and recreational activities to provide constructive opportunities for community youth could be approved to participate.

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## SPECIAL NEEDS PROGRAMS

At-risk afterschool programs that are designed to meet the special needs of enrolled children or that have other limiting factors may be eligible to participate. These could include programs for children who have learning disabilities or for those who are academically gifted. Other targeted programs may be eligible as well.

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## WEEKENDS, HOLIDAYS, AND VACATIONS

Under the CACFP at-risk afterschool meals component, meals and snacks may be reimbursed if they are served on weekends or holidays, including vacation periods (for example spring break) **during the regular school year only**. Meals and snacks served during the school year may be served at any time of day approved by the State.

**Example:** Serving lunch to children after half-day kindergarten or a half-day Head Start Program is allowable through the at-risk afterschool meals component of CACFP because their school day has ended. However, if the children are receiving lunch at school the same children cannot receive a lunch through the at-risk afterschool program.

In areas where schools operate on a year round basis, at-risk afterschool programs set up to serve children attending the year-round schools may receive reimbursement for meals and snacks through the CACFP all year.

**Summer Programs:** At-risk afterschool programs that wish to continue operation over the summer months when school is not in session may be eligible to receive reimbursement for meals and snacks through the Summer Food Service Program (SFSP). Please contact Colorado Department of Education at 303-866-6650 for more information on SFSP.

## ORGANIZATION ELIGIBILITY

At-risk afterschool programs that meet the requirements above must be operated by an eligible organization to receive reimbursement. Eligible organizations are those that:

- Meet State and/or local licensing or health and safety standards as described on page 8 of the handbook.
- Are operated by public agencies, tax-exempt nonprofit organizations, for-profit organizations that meet the requirements described below, or are currently, participating in another Federal program requiring non-profit status.

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## FOR-PROFIT CENTERS

A for-profit child care center may receive reimbursement for at-risk afterschool meals and snacks if it meets the eligibility requirements discussed above, and is eligible to participate in CACFP through its traditional child care center. This means that at least 25 percent of the children served by the center through its traditional child care component:

- Are eligible for free or reduced price meals based on their family income or receive benefits under Title XX of the Social Security Act and the center receives compensation under Title XX.

This 25 percent threshold is based on the center’s enrollment or the license capacity, whichever is less. It is calculated during the calendar month preceding application for Program participation. In addition, in order to claim reimbursement in any calendar month, the center must meet the 25 percent threshold in that month.

In determining a for-profit center’s eligibility for at-risk afterschool meals program reimbursement, only the enrollment/licensed capacity of the traditional child care component of the center may be considered in calculating whether the center meets the 25 percent criterion.

**EXAMPLE:** A for-profit child care center located in a low-income area has 32 pre-school children enrolled for care, and also operates an afterschool program for school-age children. The center would be able to claim reimbursement through CACFP for meals served under the traditional child care component and for afterschool snacks, in any month in which at least 8 of the 32 pre-school children are eligible for free or reduced price meals or are Title XX recipients.

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#### TRADITIONAL CHILD CARE CENTERS

While the at-risk component of CACFP is primarily geared towards non-traditional child care centers such as drop in afterschool programs, traditional child care centers already participating in CACFP also may participate. In this situation, children would attend the center after their school day or on weekends, holidays, or school vacation. Children who do not attend school would continue to participate in the traditional CACFP meal service provided by the center, even during the “afterschool” hours.

Centers operating both the traditional and at-risk components of the CACFP may only claim a total of two meals and one snack or one meal and two snacks, per child per day, including the afterschool snack.

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#### SCHOOLS/SCHOOL FOOD AUTHORITIES

Many afterschool programs are operated by School Food Authorities (SFAs) at school sites. A School Food Authority (SFA) is the administering unit for the operation of a school feeding program. The SFA receives federal meal reimbursements for meal programs and is responsible for ensuring that meal counts and eligibility criteria are met. This may be a school district, several school districts, or individual schools.

The participating requirements for SFAs that provide at-risk afterschool meals are more flexible because they are already operating another Child Nutrition Program (CNP). There are policies in place to streamline at-risk afterschool meal participation for SFAs. However, because NSLP and CACFP are run by different State agencies in Colorado, an application and contract must be completed for each program.

SFA’s that currently participate on NSLP may follow either the NSLP or the CACFP meal pattern guidelines. If the SFA chooses to follow the NSLP meal pattern guidelines, then offer

versus serve may be used for meals only. Furthermore, SFA's may keep all federally funded child nutrition program food inventories and reimbursements together. Please contact the state CACFP office for any other guidance on streamlining the application and other procedures for SFAs.

A school that operates longer than the traditional school day may be eligible for at-risk afterschool meal reimbursement, provided the school operates a school day that is at least one hour longer than the minimum number of school day hours required for the comparable grade levels by the local educational agency in which the school is located.

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#### RESIDENTIAL CHILD CARE INSTITUTION (RCCI)

Generally, programs that serve only residential children (with the exception of homeless shelters) are not eligible to participate in CACFP. However, a residential facility may be eligible to serve at-risk afterschool meals if it has non-residential care program and the program offers afterschool education and enrichment programs for nonresidential children. Therefore, a RCCI public or private nonprofit organization or its site that provides temporary shelter and food services to homeless children, including a RCCI that serves a distinct group of homeless children who are not enrolled in the RCCI's regular program is eligible for at-risk afterschool meal reimbursement.

#### AREA ELIGIBILITY

The site must be located in the attendance area of a public school (an elementary, middle, or high school) where at least 50 percent of the students are eligible for free or reduced price meals under the NSLP. This is referred to as area eligibility. State agencies have current area eligibility data for all public schools to help determine if a site is area eligible.

Only data from appropriate neighborhood school(s) may be used to establish a site's area eligibility; district wide data may not be used.

Area eligibility determinations must be based on the total number of children approved for free and reduced-price school meals for the preceding October, or another month designated by the NSLP State agency. A site's area eligibility determination made under CACFP is valid for 5 years.

**Note:** Area eligibility based on school data as described above is the ONLY method for establishing site eligibility. Census data may not be used to determine area eligibility in the at-risk afterschool meals component of CACFP. Sites also may not collect participant income information to establish eligibility.

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## OUTSIDE-SCHOOL HOURS CARE CENTER (OSHCC)

If an afterschool program is not area eligible, it may qualify to participate in CACFP as an Outside-School Hours Care Center (OSHCC). OSHCCs, like at-risk afterschool care sites, provide organized non-residential child care services to children age 12 and under, during hours outside of school. Outside school hours include before and after school, weekends and holidays. Weekend only programs are not reimbursed under the OSHCC component of CACFP. The chart on page 10-11 outlines the differences between OSHCC's and at-risk afterschool care centers in CACFP.

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## PRIVATE AND CHARTER SCHOOL DATA

Because more private schools (and some charter and magnet schools) do not have defined attendance areas, generally private school free and reduced price enrollment data may not be used to determine area eligibility. However, if an at-risk afterschool program site is located in a private school, then that site may use the free and reduced price enrollment data for that private school, or free and reduced price enrollment data for the public school attendance areas in which the private school is located, to qualify as an area eligible site.

In areas that do not have specific assigned schools but allow children to enroll in any of the area schools, at-risk afterschool care programs located in school buildings should use the free and reduced price enrollment data from the school they are located in to determine area eligibility. FNS will work with State agencies on a case-by-case basis to determine the area eligibility of at-risk afterschool programs operating in non-school sites in areas with unassigned attendance areas.

**Emergency shelters** are not required to prove that they are located in a low-income area to participate in the at-risk afterschool meals component of CACFP. Emergency shelters that operate afterschool programs with educational or enrichment activities for homeless children and youth during the school year may participate without regard to location.

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## BUSING

If an at-risk afterschool program is located in an area that has mandated busing of students, site eligibility based on school data may be determined using one of two methods. Eligibility may be based on the enrollment data obtained for:

- The school the children attend and are bused to.
- The school the children would have attended was it not for the school's busing policy (the neighborhood school where the children live).

A site may be determined area eligible in situations as described above only if the SFA can document the percentage of children eligible for free and reduced priced-price meals at each school before and after students are reassigned. The same method of determining site eligibility must be used for all sites participating under that program sponsor to avoid duplicate counting.

## PARTICIPANT ELIGIBILITY

At-risk afterschool programs may claim reimbursement only for meals and snacks served to children who participate in an approved afterschool program and who are age 18 or under at the start of the school year. Programs may either be drop-in or enrolled. Reimbursement may also be claimed for participants who turn age 19 during the school year.

Federal law has no minimum age for at-risk program participants. Meals and snacks served to children who are enrolled in preschool, Head Start, Even Start, etc. and who participate in an eligible afterschool program are eligible for reimbursement.

Although the at-risk program is available to children of all ages, there is no requirement that each facility must serve the full age range of eligible children. For example, a program could operate at a high school and serve only high school age students.

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## LICENSING/INSPECTIONS

Federal law does not require licensing for centers participating in the at-risk afterschool meals component of CACFP. However, State or local jurisdictions may require licensing. If there is no State or local requirement for licensing, then afterschool care programs must meet State or local health and safety standards.

The State of Colorado requires a health and safety inspection for all sites preparing and serving meals to children. Some counties in Colorado utilize a risk based approach for the purposes of conducting inspections to assure compliance with the county's food safety regulations. The approach used takes into account the level of food preparation, meal volume, number of high risk operations, and the consuming population for each regulated facility. Other counties within Colorado will provide a health inspection waiver if no food preparation happens on site, or when only non-potentially hazardous prepackaged foods are served. Please check with the CDPHE-CACFP office for any questions regarding licensing and inspections.

Schools that participate in the NSLP or School Breakfast Program (SBP) do not have to meet any additional health and safety requirements to participate in the at-risk afterschool meals component of CACFP.

**1. If area eligibility was determined by a school that closes, may census data be used instead?**

No. CACFP regulations require that, except for emergency shelters, at-risk afterschool programs must be located in the attendance area of a public school (an elementary, middle, or high school) where at least 50 percent of the students are eligible for free or reduced price meals under the NSLP. However, school data is valid for a period of five years, so, once a center qualifies based on school data; it would be eligible for the remainder of the five-year period even if the school closes during that period.

**2. I run an afterschool program that is not in an eligible area, but 50% of the children I serve receive free and reduced price school meals. Is my center eligible to participate in the program?**

No. CACFP regulations require that, except for emergency shelters, at-risk afterschool programs must be located in the attendance area of a public school (an elementary, middle, or high school) where at least 50 percent of the students are eligible for free or reduced price meals under the NSLP.

**3. Can a school system participating in both the SBP/NSLP and the at-risk component of the CACFP receive reimbursement under CACFP for a meal and snack served to children who also received breakfast and lunch under the SBP/NSLP?**

Yes. Based on the nature of the at-risk afterschool meals component of CACFP, the expectation is that most of the participating children attend school and receive free and reduced price meals. With that in mind, schools that serve children meals through NSLP are eligible for reimbursement for a meal and a snack served to children in an at-risk afterschool program through CACFP. However, schools may not serve children an afterschool snack through NSLP and then serve those same children an additional snack through CACFP.

**4. Are there any restrictions on afterschool programs switching from CACFP at-risk during the school year to the Summer Food Service Program (SFSP) during the summer when school is not in session?**

Generally, programs that participate in CACFP for at-risk afterschool during the school year would be eligible to continue to serve those children who are age 18 or under through SFSP during the summer when school is not in session, subject to approval of their SFSP application by the Colorado Department of Education, which operates SFSP in Colorado. However, a traditional child care center that also serves at-risk afterschool meals and/or snacks (i.e., the center has enrolled pre-school children in care during the day, but also serves at-risk afterschool meals and/or snacks to school-age children) must comply with FNS Instruction 782-4, rev. 3. This instruction states that traditional child care centers may only claim some or all of their meals under SFSP during the summer when there is a substantial

change in program activities or a significant increase in enrollment. Institutions approved to participate in both the CACFP and the SFSP must ensure that the same children are not served meals in both programs, and separate records must be kept for each program.

If a traditional child care center did not substantially change its activities or significantly increase its enrollment during the summer months, it could only receive reimbursement through SFSP for meals served to children who participate in the afterschool program during the school year. Such a center would receive free, reduced price, and paid reimbursement through CACFP for all other children enrolled for care (through the age of 12). The determination to either approve the Institution for participation in both the CACFP and SFSP or solely for the CACFP should be based on the Institution’s program objectives.

**5. Do at-risk sites have to choose which meal they will serve or can they serve different meals to different groups of children or on different days?**

At-risk sites may serve up to one meal and one snack per child per day. This could be any meal and they may serve different meals on different days or to different groups of children. For example, a site could serve lunch and a snack to children who attend half-day kindergarten and then serve a snack and supper to older children who attend a full day of school.

**6. Can an at-risk afterschool program charge “tuition,” similar to a regular child care facility?**

Similar to non-pricing child care centers, there may be a fee for the care provided or a “tuition” charge, but there can be no separate charge for the food service. Although the regulations do not specifically prohibit or specifically authorize tuition charges, should the State agency encounter a situation where a substantial participation fee is being charged that might adversely affect the ability of needy children to participate, the State agency will consult with their Regional Office prior to approving participation.

**7. What are the differences between Outside-School-Hours Care Centers (OSHCC’s) and at-risk afterschool care centers in CACFP?**

Requirement	OSHCC’s	At-risk Afterschool Centers
<b>Eligible Institutions</b>	Public, private nonprofit, or qualifying for-profit centers	Public, private nonprofit, or qualifying for-profit centers
<b>Licensing</b>	Colorado OSHCC’s must have a license.	Licensing is not required.

<b>Requirement</b>	<b>OSHCC's</b>	<b>At-risk Afterschool Centers</b>
<b>Determination of Reimbursement</b>	Program may operate in any area. Individual free and reduced-price applications are collected to determine level of reimbursement (free, reduced , and paid).	Program must be located in a geographic area served by a school in which 50 percent or more of the children enrolled are eligible for free or reduced price meals. All meals and snacks are reimbursed at the free rate.
<b>Age of Participants</b>	12 years of age and under, children age 15 and under who are children of migrant workers, and persons of any age who meet the definition of "Persons with disabilities".	School-age children through age 18 (or 19 if the individual turns 19 during the school year) and persons of any age who meet the definition of "Persons with disabilities".
<b>Type of Meals Eligible for Reimbursement</b>	Breakfast, snack, and supper. Lunch may be served during school vacations during the regular school year.	Snack and supper. Breakfast or lunch may be served in lieu of supper on weekends, holidays, or during school vacations during the regular school year.
<b>Number of Reimbursable Meals</b>	Maximum of two meals and one snack or two snacks and one meal per child per day.	Maximum of one snack and one meal per child per day.
<b>Meal Patterns</b>	CACFP meal patterns.	CACFP meal patterns unless the Institution is an SFA and participates with the NSLP.
<b>Meal Service Periods</b>	School days, weekends, and holidays; no weekend-only programs.	School days, weekends, and holidays during the regular school year.
<b>Time Restrictions for Meal Service</b>	None.	Meals must be served after school, except on weekends and holidays, when meals may be served at any time of day, as approved by the State agency.

## APPLICATION PROCESS FOR AT-RISK AFTERSCHOOL PROGRAMS IN COLORADO

Institutions participating in the Colorado Department of Public Health and Environment-Child and Adult Care Food Program (CDPHE-CACFP) must submit an online application. The online application is required for new applicants. Institutions already participating in the CACFP must update their information annually. The CDPHE-CACFP must approve the Institution's online application before the Institution can submit an online claim for any fiscal year.

The CDPHE-CACFP requires all participating Institutions to complete at least the following items, which make up the online application packet:

- ***Institution Application:*** This application includes questions about the organization with which the CDPHE-CACFP has an agreement or contract.
- ***Site Application for Each Participating Center or Site:*** This application includes questions specific to the site. All participating Institutions will complete at least one site application.
- ***Supporting Documents Checklist:*** Each year, the CDPHE-CACFP will continue to require Program participants to submit certain paper documents to the CDPHE-CACFP office. As users complete the re-certification application each year, the CACFP Web-based System will provide a checklist to alert users which documents are required [with some exceptions for the School Food Authorities (SFA)]. All Program participants will complete the checklist by indicating that the documents have been mailed to the CDPHE-CACFP office. Throughout the year, the CDPHE-CACFP will require Institutions to send particular documents to the CDPHE-CACFP depending upon the type of programs at each site, such as food service management contracts and /or fiscal agreements if the Institution is a for-profit center or sponsors for-profit sites. These documents will not be displayed in the supporting documents checklist as users modify the application packet.
- ***Budgets:*** Upon initial application and at least once every three years, the CDPHE-CACFP requires each Institution to complete or review, update, and save the online budget.
  - Institutions that participate in the CACFP in a single site or location will review, update, and save the online budget at least once every three years. The CDPHE-CACFP will notify single-site Institutions when a budget update will be required. At that time, they will be unable to submit the application packet without reviewing, updating, and saving the budget.
  - Sponsors of Centers, or Institutions that participate in the CACFP in more than one site or location, will review, update, and save the online budget every year.
  - The CDPHE-CACFP may request Institutions to review, update, and save the online budget at other times during the year, or more frequently for any reason.

- Institutions that add a new site to participate in the CACFP will be required to review, update, and save the online budget.

- ***Management Plan***

The CDPHE-CACFP requires Sponsors of Centers, or Institutions that participate in the CACFP in more than one site or location to complete or review, update, and save the online Management Plan upon initial application and periodically after approval. The CDPHE-CACFP will notify Sponsors of Centers accordingly when a Management Plan update is required.

- Sponsors of Centers with 10 or more sites participating in the CACFP will review, update, and save the online Management Plan every other year (every two years).
- Sponsors of Centers with less than 10 sites participating in the CACFP will review, update, and save the online Management Plan every three years.

The CDPHE-CACFP Web-based System will only allow Institutions to submit the application packet or revisions to any application packet item to the CDPHE-CACFP if all required items of the application packet are complete and free of errors. Once submitted, the CDPHE-CACFP will review the items of the application packet and approve it if the Institution meets all requirements defined by CACFP regulations and policies.

The CACFP Web-based System will display the status of the online application packet and all of its items at all times. By viewing the status of the application packet online, the Institution will be able to determine if and when, the application packet is approved by the CDPHE-CACFP or returned to the Institution for correction. If any application packet items are returned to the Institution for correction, the CDPHE-CACFP will provide a description of the problem using comment fields in the CACFP Web-based System, which will be visible to the Institution representative. In the event that an application is ultimately denied or determined incomplete, the CDPHE-CACFP will notify the Institution accordingly in addition to displaying the status of the application. For additional information on CDPHE-CACFP application process using the online system, please access the CDPHE-CACFP website at:

<http://www.colorado.gov/cs/Satellite/CDPHE-PSD/CBON/1251618278748> and under the CACFP Center Manual follow the link to the CACFP Center Manual see Appendix B-The Online Application Process. Page 15 provides a summary of the steps Institutions must complete as part of the CACFP at-risk afterschool application process. Please contact the CDPHE-CACFP office at (303) 692-2330 if you have any questions on the application process.

## APPLICATION PROCESS FOR ELIGIBLE AT-RISK AFTERSCHOOL PROGRAMS

1. Call our office for an intake form. Complete it and fax it to 303-756-9926, or email to [corina.landeros@state.co.us](mailto:corina.landeros@state.co.us) or mail: CDPHE-CACFP, PSD-CAC-A4, 4300 Cherry Creek Drive South, Denver, CO 80246.
2. Our office will send you a Computer User Authorization Form to complete and return.
3. Once your User ID and Password are received, visit <http://co.cnpexpress.com> to access the online application.

**In order to complete the online application, please gather the following information prior to opening the online application packet:**

### **Institution Application:**

- **CACFP contact person** (name, phone number, email, position/title, street/ mailing address) this is the person whom the CACFP office will contact and whom will ensure the program is run according to the regulations.
- **Entity type** (for-profit, non-profit, public).
- **Institution type** (corporation, religious institution, LLC, County/City/Town, etc).
- **Racial and ethnic data:**
  - Of the geographic area served by the Institution (as a percentage). Visit <http://www.census.gov/> to find this information.
  - Actual numbers for the population the Institution serves.
- **Information for the center director, board members, responsible individuals** (name, title/position, date of birth, address, [the address of the responsible individuals cannot be the same address as the site unless they actually live at the same site as the place of care], phone number. This information is required by USDA and is used to check applicants against the CACFP National Disqualified List {NDL}.)

### **Site Application:**

- **Program type** i.e., child care, at-risk after school, outside school hours, etc.
- **CACFP contact person for the site** (name, phone number, email, position/title, street/ mailing address).
- Anticipated **months meals will be claimed** for CACFP for the Site.
- **Days and hours of operation.**
- **Age range of participants.**
- **License information** (if applicable).
- **Health inspection report.** This must show the site has been approved and/or no critical violations.
- **Participation by income eligibility categories** (not applicable if site is operating as an at-risk site only).
- **At-risk afterschool eligibility** (education/enrichment activities).
- **Type of food service** (on-site preparation, contract with vendor, contract with school, etc).
- **Meals served** (breakfast, a.m. snack, lunch, dinner, p.m. snack) as well as the times served.

### **Supporting documents to mail in to the CDPHE-CACFP office:**

- **A \*\*State of Colorado W9.** The State Controller's office will only accept the \*\*W9 that is mailed in your welcome packet.
- The original **Certificate and Statement of Authority** (you will download this form from #14 in the online Institution application). All Responsible Principals and Individuals must sign it. Mail the completed form to CDPHE-CACFP, PSD-CAC-A4, 4300 Cherry Creek Drive South, Denver, CO 80246-1530.
- **Federal tax exempt letter or IRS 147C**
- **Food service management contract** (if applicable).
- **Copy of approved health inspection** (If applicable).

## APPLICATION PROCESS FOR INSTITUTIONS PARTICIPATING IN OTHER CACFP COMPONENTS

If an Institution is already participating in CACFP and wants to add at-risk afterschool meals and/or snacks, the CDPHE-CACFP online site application must be amended to reflect the changes, the additional meal service, and its requirements.

There are different application requirements for CACFP at-risk afterschool participation depending on the Institution type. The at-risk participation requirements by Institution type are listed on page 16-18. Please contact the CDPHE-CACFP office at 303-692-2330 if you have any questions.

## FREQUENTLY ASKED QUESTIONS ABOUT THE APPLICATION PROCESS

**1. Because agreements between States and sponsors are permanent, is it necessary to verify each individual site's eligibility based on free and reduced price school data in subsequent years of operating the Program?**

The word "Permanent" is intended solely to convey that the agreement has no predetermined expiration date and does not need to be renewed. Site eligibility once determined is valid for a five-year period. CDPHE-CACFP conducts an eligibility verification using current free and reduced price school data after the five years to determine if the site is still eligible.

**2. For a school or organization that is already participating in CACFP and now wants to provide at-risk afterschool meals and/or snacks, does its Institution and site applications need to be amended?**

Yes. The Institution and site application must be amended to reflect the additional meal service and its requirements. Eligibility verification using current free and reduced price school data must be made.

AT-RISK PARTICIPATION REQUIREMENTS BY INSTITUTION TYPE

<b>Participating Requirement</b>	<b>School Food Authorities (SFA)</b>	<b>Non-School Authorities</b>	<b>Child Care Centers with an At-Risk Component</b>	<b>For-profit Child Care Centers with an At-Risk Component</b>
<b>Agreements</b>	Submit the online CACFP application to enter into an agreement with the State Agency.	Submit the online CACFP application to enter into an agreement with the State Agency.	Submit the online CACFP application to enter into an agreement with the State Agency. If already participating in CACFP must update application to include the at-risk participation.	Submit the online CACFP application to enter into an agreement with the State Agency. If already participating in CACFP must update application to include the at-risk participation.
<b>Management Plan</b>	SA will modify the online Management Plan and only require SFA to complete certain sections and Colorado CACFP Management Plan. CDPHE-CACFP will modify the requirements.	Must submit an online Management Plan with modification to certain sections that do not apply to at-risk afterschool programs.	Submit an online Management Plan only if the Institution is a sponsor of centers.	Submit an online Management Plan only if the Institution is a sponsor of centers.
<b>Budget</b>	SA will waive certain sections of the online Budget. However, during Program reviews, the SA must ensure that CACFP reimbursements are used for cost allowable in any of the Child Nutrition Programs (CNP) administered by the SFA.	Must submit an online Budget.	Must submit an online Budget.	Must submit an online Budget.
<b>Health and Safety Inspection</b>	Do not have to meet any additional health and safety standards.	A State or local health and safety inspection is required.	A State or local health and safety inspection is required.	A State or local health and safety inspection is required.

<b>Participating Requirement</b>	<b>School Food Authorities (SFA)</b>	<b>Non-School Authorities</b>	<b>Child Care Centers with an At-Risk Component</b>	<b>For-profit Child Care Centers with an At-Risk Component</b>
<b>Meal Patterns</b>	May Follow the new NSLP or CACFP meal pattern.	Must follow CACFP Meal Pattern requirements.	Must follow CACFP Meal Pattern requirements.	Must follow CACFP Meal Pattern requirements.
<b>Training</b>	Training modules are not required prior to applying to CACFP. Administrative staff must attend CACFP training, food service staff is not required to attend separate CACFP training on meal service. Training is encouraged to be combined with NSLP.	Must complete training modules and attend targeted CACFP training.	Must complete training modules and attend targeted CACFP training.	Must complete training modules and attend targeted CACFP training.
<b>Offer Versus Served (OVS)</b>	May use Offer VS. with new NSLP meal pattern, however, OVS may not be used with snacks.	May not use Offer Versus Served.	May not use Offer Versus Served.	May not use Offer Versus Served.
<b>Procurement &amp; Contracting</b>	May follow NSLP procurement standards in lieu of CACFP.	May follow CACFP procurement standards.	May follow CACFP procurement standards.	May follow CACFP procurement standards.
<b>Food Service Management Companies (FSMCs)</b>	SFAs contracting with FSMCs might also contract with those agencies to manage all aspects of the food service activities. SFAs are required to submit claims, ensure food quality and monitor the food service operation, and are accountable to ensure CACFP requirements are met.	FSMC duties are those established under the FSMC.	FSMC duties are those established under the FSMC.	FSMC duties are those established under the FSMC.

<b>Participating Requirement</b>	<b>School Food Authorities (SFA)</b>	<b>Non-School Authorities</b>	<b>Child Care Centers with an At-Risk Component</b>	<b>For-profit Child Care Centers with an At-Risk Component</b>
<b>Food Inventories</b>	CACFP & NSLP food inventories may be maintained together. All CNPs can be maintained together, not just CACFP and NSLP	CACFP food inventory must be maintained onsite.	CACFP food inventory must be maintained onsite.	CACFP food inventory must be maintained onsite.
<b>Cash-in lieu rates and use of USDA Foods</b>	SFA can receive cash-in-lieu rate of reimbursement for CACFP at-risk lunches/suppers even if the SFA receives USDA Foods for NSLP.	Would receive cash-in-lieu for the first year of CACFP participation and then can apply to receive USDA Foods once average daily attendance for lunch/supper is established.	Would receive cash-in-lieu for the first year of CACFP participation and then can apply to receive USDA Foods once average daily attendance for lunch/supper is established.	Would receive cash-in-lieu for the first year of CACFP participation and then can apply to receive USDA Foods once average daily attendance for lunch/supper is established.
<b>CNP Reimbursement</b>	CNP reimbursements may be used to pay expenses related to any of the CNPs.	May only be used to pay expenses related to CACFP.	May only be used to pay expenses related to CACFP.	May only be used to pay expenses related to CACFP.
<b>Reviews of the financial management and programmatic activities</b>	CDPHE-CACFP will coordinate monitoring of the SFA financial and programmatic activities and develop a memorandum of understanding (MOU) with CDE to complete these tasks.	CDPHE-CACFP must conduct all areas of the Program review.	CDPHE-CACFP must conduct all areas of the Program review.	CDPHE-CACFP must conduct all areas of the Program review.
<b>Site Monitoring</b>	SFAs must align CACFP monitoring requirements for at-risk participating sites with the NSLP requirements.	If a sponsor of centers, must follow CACFP monitoring requirements.	If a sponsor of centers, must follow CACFP monitoring requirements.	If a sponsor of centers, must follow CACFP monitoring requirements.
<b>Pre-approval Visits</b>	SFAs are not required to conduct preapproval visits to schools already participating in NSLP.	Required	Required	Required
<b>Integrity</b>	Deficiencies identified must be addressed through CACFP regulations.	Deficiencies identified must be addressed through CACFP regulations.	Deficiencies identified must be addressed through CACFP regulations.	Deficiencies identified must be addressed through CACFP regulations.

## AT-RISK AFTERSCHOOL MEAL PATTERNS

One of the main goals of the CACFP is to ensure that children are served nutritious meals that are attractive, offer a good variety, and meet the nutritional needs of children. In order to ensure that participating sites meet the nutrition needs of children, the CACFP has established meal patterns that must be followed to receive Program reimbursement for meals served to children while in care.

This section of the manual has been developed to help at-risk afterschool sites plan and serve nutritious meals that meet the CACFP meal pattern requirements. The CACFP at-risk food chart indicates the required components for snacks and meals, with the minimum required serving sizes. The CACFP meal pattern for children 1 through 12 years of age is designed to meet two-thirds of the nutrient needs of children for optimum growth and development when they are in care for eight hours or more. The same meal pattern is used for children over the age of 12 when participating in an at-risk afterschool program. For children between the ages of 12 through 18, minimum portions must be served and are defined by the CACFP meal pattern. Older children have greater food needs, therefore sites may serve larger portions to satisfy a child's appetite or seconds may be available to ensure the nutrition needs of children are met. While second helpings are recommended, each child may only be claimed once per meal, not per extra servings.

All food components must be served to each child at the same time in at least the minimum quantities. Milk is a required component at every breakfast, lunch and/or supper. The grain/bread and a vegetable/fruit components and milk are required at breakfast. All components (bread/grain, vegetable, fruit, meat/meat alternate, and milk) are required at lunch and/or supper. Two components are required at snack; however, if milk is one of the components at snack; juice cannot be the second component. When developing your menus, keep in mind that children's eating habits are formed during the early childhood years and last a lifetime.

There are no Federal requirements regarding the timing of meal service. 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.

## MEAL PATTERN CHART FOR CHILDREN, AGES 1 THROUGH 12 YEARS

The CACFP Meal Pattern Chart for children, ages 1 through 12 years, includes the established minimum requirements for the types and amounts of food that are required to receive Program reimbursement. As mentioned above, for children between the ages of 12 through 18, the same meal pattern chart applies and second helpings are recommended. These requirements are designed to meet the nutritional needs of the children.

The at-risk food chart that follows shows the required components for snacks and meals, with the minimum required serving sizes. Because older children have greater food needs, sponsors may serve larger portions to satisfy a child's appetite. Please remember that all food components (menu items) must be served to each child all at the same time (plated together) except in the case of school sponsors that elect to use offer versus serve (OVS).

A reproducible at-risk food chart is located on the next page.

AT-RISK FOOD CHART

<b>Child and Adult Care Food Program Food Chart for At-Risk Afterschool Programs</b>			
<b>Food Components for Ages 6-12</b>	<b>Breakfast</b>	<b>Lunch/Supper</b>	<b>Snack*</b>
<b>Milk</b> Milk, Fluid 1% or fat-free	1 cup	1 cup	1 cup
<b>Vegetables and/or Fruits</b> Vegetable(s) and/or fruit(2); <b>or</b> Vegetable or fruit juice (full strength)	½ cup  ½ cup	¾ cup  ¾ cup (6 fl oz)	¾ cup  ¾ cup (6 fl oz)
<b>Grains and Breads</b> Bread; <b>or</b> Cornbread, biscuits, rolls, or muffins; <b>or</b> Cold dry cereal; <b>or</b> Cooked pasta or noodle product; <b>or</b> Cooked cereal or cereal grains	1 slice  1 serving  ¾ cup or 1 oz  ½ cup  ½ cup	1 slice  1 serving  ¾ cup or 1 oz  ½ cup  ½ cup	1 slice  1 serving  ¾ cup or 1 oz  ½ cup  ½ cup
<b>Meat and Meat Alternates</b> Lean meat or poultry or fish; <b>or</b> Cheese; <b>or</b> Eggs; <b>or</b> Cooked dry beans or peas; <b>or</b> Peanut butter or other nut butter; <b>or</b> Peanuts/soy nuts/tree nuts; <b>or</b> Yogurt	A meat/ meat alternate is not required at breakfast	2 oz  2 oz  1 large egg  ½ cup  4 tbsp  1 oz = 50%  8 oz or 1 cup	1 oz  1 oz  ½ large egg  ¼ cup  2 tbsp  1 oz  4 oz or ½ cup

\* Children over the age of 12 use the same meal patterns as those younger than 12. USDA recommends that second helpings be available for those children who may need more than the minimum serving size.

\*\*1oz of nuts/seeds equals a half of a minimum serving. A second 1oz meat/meat alternate must be provided to meet the full minimum requirement. \*\*\* 2 different vegetables and/or fruits must be provided with lunch and supper. The combined portion of both must meet the minimum of ¾ cup. At breakfast and snack one fruit or vegetable may be served in the minimum amounts.

## FOOD COMPONENTS OF THE MEAL PATTERN

The CACFP Meal Pattern includes four food groups, also known as meal components, that sites must serve in various combinations to receive reimbursement for meals. Those food components are:

- The Milk Component
- The Meat/Meat Alternate Component
- The Bread/Bread Alternate Component
- The Fruit/Vegetable Component

Meals served and claimed for reimbursement for children, ages 1 through 12 years, must contain all required components in at least the amounts specified on the CACFP Meal Pattern Chart for each age group, at each meal and snack claimed for reimbursement. For children over the age of 12, the same meal pattern for ages 6 to 12 is used; however, it is recommended that more food be available if seconds are requested. No further reimbursement is provided for providing second helpings to children. Other foods may be added for variety, color, and appeal.

For children who, for medical or developmental disability reasons, are not able to consume the required foods according to the Meal Pattern, the site will need a Special Diet Statement on file in order to claim the child's meals. Refer to the Special Diet Statement, which is located in the "Forms and Resources" section of this manual.

### **The Meal Pattern Chart is very important because:**

- The Meal Pattern lists the required components and the **minimum** quantities of the components that must be served at each meal or snack to be eligible for reimbursement.
- The site may claim up to one meal and one snack per day for each child.
- Second servings of foods should be available to ensure that the hunger and growth needs of the children are met.

Post the at-risk food charts in the kitchen, lunchroom, and each classroom to ensure all staff members are familiar with the required amounts of food required at each meal.

## THE MILK COMPONENT

Fluid milk is one of the required food components on the CACFP Meal Pattern Chart for children 1 through 12 years of age. Milk is a required component at breakfast, lunch, and supper. Milk could also be one of the two required components served at snack. Milk provides important nutrients such as calcium, protein, vitamin A, vitamin D, and other nutrients necessary for children's proper growth and development.



The Dietary Guidelines for Americans recommends all persons ages 2 years and older to consume 1% or fat-free milk. Therefore, the CACFP requires all milk served to children and adults ages 2 years and older must be 1% or fat-free. The following milk types meet the definition of milk and are creditable:

- Low-fat (1%) or fat-free (skim) flavored or unflavored milk
- Low-fat (1%) or fat-free (skim) lactose reduced milk
- Low-fat (1%) or fat-free (skim) lactose free milk
- Low-fat (1%) or fat-free (skim) buttermilk
- Low-fat (1%) or fat-free (skim) acidified milk
- Whole milk for children between the ages 1 to 2 years only.

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### IMPORTANT REMINDERS ABOUT THE MILK COMPONENT

- Milk must be pasteurized and served in fluid form.
- Dry, reconstituted milk is not creditable and cannot be served to meet the milk component.
- 1% or fat-free milk should not be served to children under the age of two years. This age group must be served whole milk. Whole milk contains fats that are important for proper brain and nervous system development.
- Two fluids cannot be served at snack. If milk is one of the two components served at snack, juice cannot be the second component.
- The minimum required amount of milk for each child must be on the table at the beginning of the meal service:
  - If the children are serving themselves, as in family style dining, at least the minimum required quantity of milk for each child seated at the table must be in the pitchers, on the table, at the beginning of the meal service.
  - If staff members are pouring the milk for the children, at least the minimum required amount must be poured into the cups at the beginning of the meal service. The cups used must be sufficient in size to comfortably hold at least the minimum required amount in the first pour.

In the case of children and adults who cannot consume fluid milk due to medical or other special dietary needs, other than a disability, non-dairy beverages may be served in lieu of fluid milk.

**Non-dairy beverages, such as soymilk, must be nutritionally equivalent to milk and meet the nutritional standards for the fortification of calcium, protein, vitamin A, vitamin D, and other nutrients to levels found in cow’s milk, as outlined in the National School Lunch Program Regulations (NSLP).** These nutritional standards per cup of milk are as follows:

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REQUIRED NUTRIENT STANDARDS FOR NON-DAIRY MILK SUBSTITUTES

Required Nutrient Standards for Non-Dairy Milk Substitutes		
Nutrient	Amount Per Cup	%DV
Calcium	276 mg	28%
Protein	8 g	16%
Vitamin A	500 IU	10%
Vitamin D	100 IU	25%
Magnesium	24 mg	6%
Phosphorus	222 mg	22%
Potassium	349 mg	10%
Riboflavin	0.44 mg	26%
Vitamin B-12	1.1 mcg	18%

Non-dairy milk substitutions are at the option and the expense of the site. If the parent/guardian submits a written request (a Parent Preference Form found in the Forms and Resources section) for a creditable non-dairy milk substitute and chooses to provide the substitute, the caregiver may serve the requested substitute and claim reimbursement. If the parent/guardian submits a written request for a creditable non-dairy milk substitute and chooses to not provide the substitute, the caregiver has the option to: supply the non-dairy milk substitute and claim reimbursement, or to not supply the non-dairy milk substitute and decline reimbursement. Non-dairy milk substitutes that do not meet the above nutrient requirements are not creditable for meal reimbursement. Contact product manufacturers to obtain accurate nutritional information.

**Refer to the CDPHE-CACFP guidance booklet entitled, “The Creditable Foods Guide” for more information about the milk component.**

## THE MEAT/MEAT ALTERNATE COMPONENT

The meat/meat alternate component is a required component at lunch and supper, and may be one of the two required components served at snack.

### IMPORTANT REMINDERS ABOUT THE MEAT/MEAT ALTERNATE COMPONENT



- A serving of cooked meat is defined as lean meat without the bone.
- Meat may not contain binders and extenders.
- Examples of meat/meat alternates include: beef, poultry, pork, fish, cheese, eggs, beans, yogurt, and nut spreads, and seeds.
- If serving soft cheese, like cheese spreads, ricotta, cottage cheese, or cheese food, the site must double the amounts required on the food chart.
- Cheese soup and cheese sauces (often used for nachos) are not creditable. These products, if used, are considered extras and may not be counted as part of a creditable meal.
- Commercial processed foods such as ravioli, chili, spaghetti with meat sauce, lasagna, beef stew, potpies, and boxed macaroni and cheese cannot count as the meat/meat alternate.
- If the product has a Child Nutrition (CN) label or product analysis information is available, which indicates the amount of cooked lean meat per serving, the product may be counted as the meat/meat alternate component. An additional meat/meat alternate must be served to meet the required quantities of the meat/meat alternate component if any of these products are served that do not have a CN label or product analysis information.
- Commercially processed, breaded and pre-fried meats should not be served more than one time per week.
- When serving peanut butter at lunch/supper, a second meat/meat alternate must be served in order to meet the required quantities of the component.

**Refer to the CDPHE-CACFP guidance booklet entitled, “The Creditable Foods Guide” for more information about the meat/meat alternate component.**

## THE BREAD/BREAD ALTERNATE COMPONENT

The bread/bread alternate component is a required component at breakfast, lunch, and supper and may be one of the two components served at snack.

The Dietary Guidelines for Americans recommends at least half of all bread/grain servings should be whole grains. Therefore, the CACFP recommends at least one whole grain item should be served daily.

### IMPORTANT REMINDERS ABOUT THE BREAD/BREAD ALTERNATE COMPONENT



- Commercial bread products must list enriched or whole grain flour, meal, bran, or germ as the first ingredient on the label.
- Homemade products must have enriched or whole grain flour, meal, bran, or germ as the heaviest ingredient. If a fruit or vegetable is the heaviest ingredient, then the flour must be the second heaviest ingredient.
- The use of sweet bread/bread alternates may be counted toward creditable meals no more than two times per week. Sweet bread/bread alternates may not be served at lunch or supper. These foods include cookies, cereal bars, danishes, granola bars, sweet rolls, fruit piecrust, and toaster pastries.
- Cookies and granola bars may only be served at snack.
- Brownies are not creditable unless they are homemade and the recipe documents that enriched or whole-wheat flour is the heaviest ingredient.
- Snack type foods, such as potato chips, Fritos, and nacho cheese chips, are not creditable. These foods are high in fat and salt.
- Taco or Nacho rounds that are made from whole grain corn are an exception and are creditable. Taco or Nacho rounds may only be counted toward creditable meals twice per week as a bread/bread alternate.

**Refer to the CDPHE-CACFP guidance booklet entitled, “The Creditable Foods Guide” for more information about the bread/bread alternate component.**

## THE FRUIT AND VEGETABLE COMPONENT

The fruit and vegetable component is a required component at breakfast, lunch, and supper. It may be one of the two components served at snack.



### IMPORTANT REMINDERS ABOUT THE FRUIT AND VEGETABLE COMPONENT

- Creditable fruits and vegetables may be fresh, frozen, or dried. Two or more servings of different vegetables and/or fruits must be served to meet the vegetable/fruit requirement at lunch and supper. The smallest amount of fruit/vegetable that counts as a serving is 1/8 cup. Combinations of fruits or vegetables in a salad or in a casserole count as only one serving.
- Serve a variety of fresh fruits and vegetables, especially of the dark green, red, orange, and yellow varieties.
- Only 100% fruit and vegetable juices are creditable. Limit serving 100% juices to two times per week or less.
- When serving dried fruits such as raisins at breakfast or snack, a second fruit/vegetable must be served. The quantity of these foods required to meet the Meal Pattern requirements is unreasonable for small children. A serving of cooked dry beans or peas may be counted as a vegetable or as a meat alternate, but not as both components in the same meal.
- Potatoes are a vegetable.
- Pudding and gelatin are not creditable. Gelatin and pudding may be used to flavor and to coat the fruit or vegetables but cannot be counted toward the required food amount. If gelatin is made with fruit juice instead of the water, then the juice may be counted as part of the fruit when served at snack only.

**Refer to the CDPHE-CACFP guidance booklet entitled, “The Creditable Foods Guide” for more information about the fruit/vegetable component.**

## DETERMINING WHETHER MEALS ARE CREDITABLE ON THE CACFP

At-risk afterschool sites receive reimbursement funds for meals and snacks that contain creditable foods in the quantities outlined in the CACFP Meal Pattern. Individual foods are divided into two groups, Creditable (OK) and Non-creditable (Not OK). Meals that contain only creditable (OK) foods are reimbursable.

Creditable foods are foods that may be counted toward meeting the requirements for a reimbursable meal or snack. Foods are creditable based upon the following:

- The nutrient content of the food.
- The food serves a customary function in a meal.
- The food meets the regulations governing the Child Nutrition Programs (on quantity and/or by definition).
- The food meets the Food and Drug Administration (FDA) Standards of Identity.
- The food meets the USDA standards for meat and meat products.
- The foods comply with CDPHE-CACFP policies regarding creditable foods.
- School Food Authorities (SFA) may follow the NSLP meal patterns in lieu of the CACFP meal patterns. All documentation must be maintained to ensure the site is meeting either meal pattern.

**Refer to the CDPHE-CACFP guidance booklet entitled, “The Creditable Foods Guide” when planning menus.**

**BREAKFAST ON THE CACFP**



A reimbursable breakfast must include three required components in the amounts specified according to age:

Food Components for Breakfast		Age Category	
		3 through 5	6 through 12
(Serve 3 components)	**Fluid Milk	¾ cup	1 cup
	Juice, or Fruit, or Vegetable	½ cup	½ cup
	Bread or Bread Alternate	½ slice	1 slice

\*\* 1% or fat-free (skim) milk must be served to all children ages 2 and older

**Sample Breakfast**

1% or fat-free Milk

Fresh Pear Slices

Cinnamon Oatmeal

**SNACK ON THE CACFP**

A reimbursable snack must include two of the required meal components in the amounts specified according to age:



Food Components for Snack		Age Category	
		3 through 5	6 through 12
(Serve 2 of the 4 components)	**Fluid Milk	½ cup	1 cup
	Juice, or Fruit, or Vegetable	½ cup	¾ cup
	Meat or Meat Alternate	½ ounce	1 ounce
	Bread or Bread Alternate	½ slice	1 slice

\*\*1% or fat-free (skim) milk must be served to all children ages 2 and older

**Sample Snack**

Sliced Apples

Peanut Butter

**LUNCH/SUPPER ON THE CACFP**

A reimbursable lunch/supper on the CACFP must include four required components.



Food Components for Lunch/Supper		Age Category	
		3 through 5	6 through 12
(Serve 4 components)	**Fluid Milk	¾ cup	1 cup
	Vegetable and/or Fruit (Must serve at least 2 different varieties)	½ cup total	¾ cup total
	Meat or Meat Alternate	1 ½ ounce	2 ounces
	Bread or Bread Alternate	½ slice	1 slice

\*\*1% or fat-free (skim) milk must be served to all children ages 2 and older

**Sample Lunch/Supper Menu**

Milk

Peach Slices

Steamed Broccoli

Baked Chicken Drumsticks

Rice

## FOOD AND MILK SUBSTITUTIONS

As stated on page 24 of this manual, non-dairy milk substitutions can be made at the request of the child's parent or guardian. Additional funds are not provided for such substitutions. Therefore, providing substitutions is at the option and cost of the Institution.

Non-dairy milk substitutions must be comparable to fluid cow's milk in various nutrients (shown on page 24 under Required Nutrient Standards for Non-dairy Milk Substitutes) in order to be considered reimbursable.

If a child requires substitution of a food component because of ethnic, religious, economic, or physical needs, the Institution should contact their sponsor or the CDPHE-CACFP for information on how to properly request approval.

If an Institution is serving a child with special dietary needs (e.g., vegetarian), the parent/guardian may request substitutions by submitting a medical statement signed by a recognized medical authority, listing the foods to be omitted and appropriate substitutions. The Institution can make such substitutions at its discretion. Please refer to the State agency for the definition of a recognized medical authority.

## OTHER MEAL SERVICE CONSIDERATIONS

### OFFER VERSUS SERVE (OVS)

At-risk afterschool meals prepared in or by school food authorities may choose to use the NSLP and SBP meal pattern requirements or the CACFP meal patterns.

Additionally, Institutions that serve meals prepared by School Food Authorities (SFAs) that participate in NSLP and SBP – whether they are located in the school or in another location -- have the option of using OVS in their at-risk centers. Institutions electing to use OVS must implement it in accordance with the approach used by the school providing the meals. However, OVS may not be used with snack services.

**Example:** Fun and Games Child Care operates an afterschool program at Park Center Middle School. Meals for children participating in the Fun and Games after school program are prepared and served in the Park Center Middle School cafeteria. Fun and Games Child Care may use OVS when providing afterschool meals, but must provide the entire snack to all children. OVS can help minimize food waste and teach children to make choices.

### WATER

Drinking water must be made available to children throughout the day, including at meal times. While water must be made available to children



during meal times, it is not part of the reimbursable meal and cannot be served in lieu of fluid milk.

Water can be made available to children in a variety of ways, including but not limited to having cups available next to the kitchen sink faucet, having pitchers and cups set out, or simply providing water to a child when it is requested. Please contact your sponsor or the CDPHE-CACFP for questions pertaining to this requirement.

## AT-RISK AFTERSCHOOL RECORDKEEPING REQUIREMENTS

The Colorado Department of Public Health and Environment-Child and Adult Care Food Program (CDPHE-CACFP) requires at-risk afterschool programs to establish procedures to collect and maintain all program records required by the CACFP regulation and CDPHE-CACFP guidance. This section provides information about the types of records that must be kept to support reimbursement claims.

### REQUIRED RECORDS

At-risk afterschool Institutions are required to keep the following records relating to participation in the CACFP in order to validate meals and snacks claimed for reimbursement:

#### **Records establishing eligibility:**

- Copies of all applications and supporting documents submitted to the CDPHE-CACFP office.
- If the Institution is a Sponsor of at-risk afterschool sites, information about the location and dates of child care center reviews, any problems noted, and the corrective action prescribed and effected.

#### **Records related to attendance and the number of meal served:**

- Daily record of meal served (ROMS) or meal counts.
- Daily attendance rosters or sign in sheets, which results in accurate recording of daily attendance.
- Number of at-risk afterschool snacks and/or meals prepared or delivered for each meal service.
- Daily record of the number of at-risk afterschool snacks and/or meals served at each snack and/or meal service.
- Daily records indicating the number of meals, by type, served to adults performing labor necessary to the food service.

#### **Records establishing that the meal patterns were met:**

- Menus for each at-risk afterschool snack and/or meal service.
- Menu Production Records for each snack and/or meal service.
- Documentation of nonprofit food service, to ensure that all Program reimbursement funds are only used for the food service operations.

**Records pertaining to fiscal management:**

- Copies of invoices, receipts, or other records required by the State agency financial management instruction to document.
- If the Institution is a Sponsor of at-risk afterschool sites, the administrative costs claimed by the Institution.

**RECORD OF MEALS SERVED (ROMS)/MEAL COUNTS**

The Record of Meals Served (ROMS) is the site's documentation of the number of meal and snacks claimed each day of the week. These records are also known as meal counts. A completed ROMS form includes:

- The number of meals and snacks served. Sites should use a separate ROMS/Meal Count form for each group or classroom of participants.
- A record of the number of creditable meals and snacks served each day of the week.

The ROMS/Meal Count is also used as a worksheet to complete the Claim for Reimbursement. At-risk afterschool sites may claim a maximum of one meal and one snack per participant per day. Total meal counts by meal type (breakfast, lunch, snack, supper) are calculated on the ROMS/Meal Counts.

Meal counts must be recorded on the ROMS or similar document at or near the time of the meal service each day according to visual observation of which participants take part in the meal service. Although, maintaining ROMS/Meal Counts with the children's name is not required by CDPHE-CACFP for at-risk afterschool programs, if participants are enrolled with the site, the site may choose to have a ROMS with the children's names pre-printed for each week.

Examples of ROMS/Meal Count Forms can be found in the resource section of this handbook.

**REQUIREMENTS FOR CLAIMING MEALS**

- Sites may claim only two meals or snacks per child, per day (one meal and one snack).
- Meals must meet CACFP Meal Pattern requirements.
- Meals must be served within approved meal times.
- Sites may only claim meals for children who consume the meal or snack while in the site's care.
- Sites may only claim meals for children who participate in the meal service.
- All components of the meal or snack must be provided by the site.

## TIME-IN AND TIME-OUT/ATTENDANCE RECORDS

The CDPHE-CACFP requires participating at-risk afterschool programs to maintain a daily records of each child's attendance. These might be daily attendance rosters or sign in sheets, or other methods, which result in accurate recording of daily attendance. The CDPHE-CACFP does not require at-risk after school program sites to maintain time-in/time-out records signed by parents. However, these sites must maintain daily records of each child's attendance.

Time-in and time-out/attendance records must display the first and last names of each child and the date, including month, day, and year. Children over the age of 12 may sign themselves in, if capable of doing so for at-risk afterschool programs. These records must be available during CACFP reviews.

Sites may develop a time-in and time-out form or use the sample form provided by the CDPHE-CACFP in the Forms and Resource section. If preferable, sites might maintain one form for each child for an entire month, and organize the forms for all children alphabetically in a 3-ring binder, or have a time-in/time-out form for each day.

## PRODUCTION RECORDS

The CDPHE-CACFP requires all participating at-risk afterschool programs to maintain daily production records. Production records are used to determine the amount of food to prepare and serve to meet the CACFP Meal Pattern requirements. These records can also be used as an inventory and shopping guide to control food costs.

Refer to the "Forms and Resources" section of this training module for a reproducible copy of the at-risk Menu and Production Record.

### **At-Risk Afterschool Sites must:**

- Prepare production records in advance for each day of the menu, using the estimated number of servings to serve the children in care.
- Date the production records, showing the month, day, and year for which the menu was prepared and served.
- Reflect the number of children and adults actually served and/or quantities of food prepared if changes are made to the original plan. The production record must reflect these changes.
- If adults generally eat an adult size portion, the production record must reflect adequate quantities to serve children and adults. Count their servings as two child-size portions. Adult meals are not reimbursable.

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## PRODUCTION RECORD TIPS

- When calculating food quantities, plan extra servings to ensure that enough food is available for increased appetites and spills.
- Use the production records to develop a shopping list.
- Keep production records in 3-ring binder.
- Keep production records in the food preparation area.
- File recipe cards with production records.
- Use the Simplified Food Buying Guide or the online Food Buying Guide (<http://fbg.nfsmi.org/>) to determine food quantities needed.
- Write the amount of food in measurable units such as pounds, gallons, ounces, can size, or number of slices.

## SIMPLIFIED FOOD BUYING GUIDE (SFBG)

The CDPHE-CACFP SFBG, the online Food Buying Guide and the site's Menu Production Records are the most important tools to help sites determine the types and quantities of foods that need to be purchased in order to prepare and serve creditable meals on the CACFP.

Several factors influence the purchasing of foods, including the CACFP Meal Pattern requirements, cost of food, availability of food from local suppliers, the site's operating budget, and current market trends.

The SFBG consists of charts that list foods used most often by at-risk afterschool sites. The guide is divided into five sections:

- Bread/Bread Alternates
- Fruits
- Vegetables
- Milk
- Meat/Meat Alternates

Visit the CDPHE-CACFP website at <http://www.colorado.gov/cs/Satellite/cdphe-psd/CBON/1251618272621> to access the SFGB.

**Example from the Simplified Food Buying Guide**

<b>Food and SFBG</b>	<b>Section</b>	<b>30 Children</b>		<b>3 Teachers</b>	<b>Total</b>
<b>Breakfast</b>					
Milk	5	2 gallons	+	0.25 gallon	2.25 gallons
Fresh Pears	3	7.25 lbs	+	.75 lbs	8lbs
Oatmeal	2	1.50 lb	+	0.25 lb	3lb
<b>Snack</b>					
Celery	4	5.00 lbs	+	0.50 lbs	8.25 lbs lbs
Peanut Butter	6	1.00 (32 oz. Jar)	+	0.10 (32 oz. Jar)	1.10 (32 oz. Jar)*
<b>Lunch/Supper</b>					
Milk	5	2 gallons	+	0.25 gallon	2.25 gallons
Chicken Drumsticks	6	9.25 lbs	+	1.00 lb	10.25 lbs
Peaches	3	2 (#10 can)	+	0.25 (#10 can)	2.25 (#10 can)*
Broccoli	4	1.75 lbs	+	0.50 lb	3.75 lbs
Rice	2	3.50 lbs	+	0.50 lb	7.50 lb

Please keep in mind that the quantities of food specified in the SFBG are the minimum amounts required by the CACFP. Sites must plan for additional quantities of foods to ensure the availability of seconds for those children with larger appetites.

\* If a full jar of peanut butter or a second # 10 can of peaches is opened, enough food is available to meet the minimum required amounts and to provide seconds. On the production record, demonstrate that adequate quantities were available for the minimum requirement and second helpings by recording, “1 (32 oz. Jar) Peanut Butter” and “2 (#10 cans) Peaches”. Record actual quantities of the food prepared or made available for the meal service.

## FOOD PURCHASES AND FOOD RECEIPTS

Food purchasing is a key activity of the food service operation. The CDPHE-CACFP “Simplified Food Buying Guide” (SFBG) can be found at: <http://www.colorado.gov/cs/Satellite/CDPHE-PSD/CBON/1251618272621> and the online Food Buying Guide, which can be found at: <http://fbg.nfsmi.org/> helps sites determine the quantities of food to buy and prepare to ensure that meals served meet the CACFP Meal Pattern requirements.

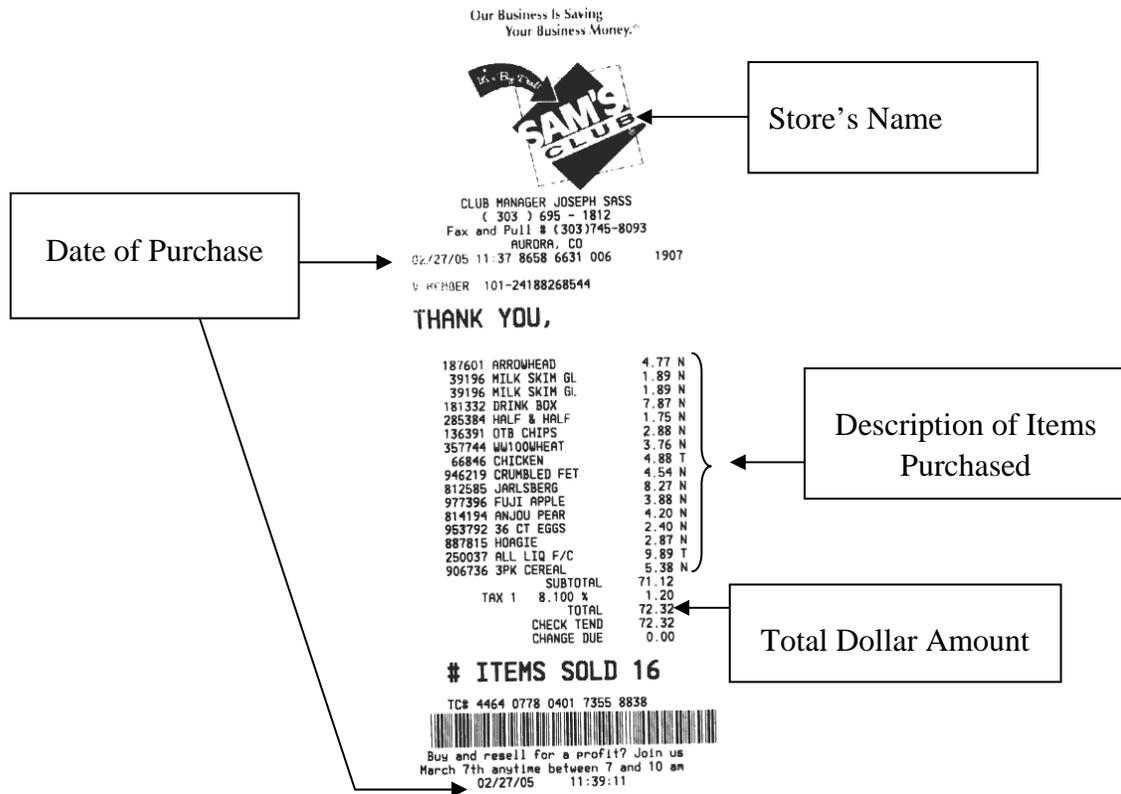
## FOOD RECEIPTS AND INVOICES

Participating Institutions are required to maintain food receipts and invoices to support meals claimed for reimbursement. These records are also used during reviews and audits to validate claims submitted for reimbursement and to determine the Institution non-profit food service status.

### **Food receipts and invoices must:**

- Be kept for each month the Institution claims reimbursement.
- Support foods listed on the site’s menus for the claiming month.
- Reflect food and milk purchases sufficient to meet the CACFP Meal Pattern requirements.
- Display a store name or vendor name and date of purchase.
- Be kept for all food donations. Although funds are not paid for donations of food and non-food items for the food service, the Institution must maintain documentation of donations received that are used for meals claimed for reimbursement. This documentation must include the date of donation, an itemized list of goods and quantities of goods received, the name of the donor, and the contact information for the donor.
- Be kept for meals contracted with food vendors or school districts.
- Be legible. Make a copy of food receipts that are on heat sensitive paper (receipts with printing that disappears when rubbed, highlighted, or placed in sunlight).

## WHAT SHOULD A FOOD RECEIPT LOOK LIKE?



## SHOPPING TIPS

- Review menus periodically to ensure compliance with the CACFP Meal Pattern requirements.
- Develop a shopping list using the quantities on the site's Menu Production Records. A shopping list can be printed out from the online Food Buying Guide.
- Consider the service of large food vendors and local suppliers to reduce food cost.
- Make use of store specials and coupons.
- Read food labels to ensure purchase of CACFP creditable foods.
- Plan seasonal menus and follow the market trends.
- Determine the site's storage capabilities.
- Operate within the site's established budget for the food service operation by pre-costing the site's menus. Substitutions can be made if the average cost of the menu exceeds the operating budget.

## PURCHASING ADEQUATE QUANTITIES OF MILK

The CDPHE-CACFP requires sites to purchase adequate quantities of milk to serve at least the minimum required amounts as specified by the CACFP Meal Pattern for all claimed meals and snacks with milk as a component. Sites must consider three important factors in meeting this requirement. They are:

- Size of the cups.
- Quantity of milk poured into the cups (for pre-plated meal service) or into the pitchers (for family style meal service).
- Quantities of milk purchased.

### LEARNING EXERCISE: Cup Sizes and Service of Milk

#### Step One:

Using the CACFP Food Chart, determine the minimum quantities of milk the site must serve at meals and snacks for the children in care according to age. For example: the CACFP at-risk meal pattern requires a minimum of 6 ounces of milk at lunch for children, ages 3 through 5 years and a minimum of 8 ounces of milk for children, ages 6 through 12 years.

#### Step Two:

Obtain the cups purchased by the center that are used during the meal service for each age group served. Using a liquid measuring cup, measure enough water to meet the minimum required quantity of milk as specified by the CACFP Meal Pattern according to age. Pour this quantity of water into the cups to determine if the cups are sufficient in size to comfortably hold at least the minimum requirement of milk.

#### Step Three:

If the cups are not large enough to hold the minimum quantity, purchase cups that will meet this requirement.

#### Step Four (for pre-plated meal service):

If the cups are sufficient in size, use a marker to mark how full the cup must be to meet the requirement according to age. Train the staff how much milk must be poured into the cups at the beginning of the meal service to meet the CACFP requirements.

#### Step Five (for family-style meal service):

If the cups are sufficient in size, the center must then determine how much milk must be on the table, in the pitchers, at the beginning of the meal service to meet the CACFP requirements. For every child seated at the table, at least the minimum required quantity of milk, according to age, must be on the table at the beginning of the meal service. Determine this quantity and train the staff on this concept.

Learning exercise using the Milk Worksheet below and the instructions on the following page, calculate the minimum quantity of milk the site must purchase each month. Base the calculations on the number of children served at meals and snacks throughout the previous month. For the future, keep in mind that required milk purchases may vary according to changes in attendance. The site should also purchase extra milk for second helpings or spills and plan to purchase adequate quantities of milk for adults, if adults eat with the children.

### MILK WORKSHEET

**SITE NAME:** \_\_\_\_\_ **MONTH/YEAR** \_\_\_\_\_

Total Lunch/Supper Count					
<b>Average</b>	<b>3-5 Year Olds</b>		<b>x 6 oz. =</b>		
	<b>6-18 Year Olds</b>		<b>x 8 oz. =</b>		
	<b>Ounces Needed</b>				

Total Snack Count					
<b>Average</b>	<b>3-5 Year Olds</b>		<b>x 4 oz. =</b>		
	<b>6-18 Year Olds</b>		<b>x 8 oz. =</b>		
	<b>Ounces Needed</b>				

	<b>Total Ounces Needed</b>		+		+		=	
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<b>TOTAL OUNCES NEEDED</b>		<b>Divided by 128 oz. =</b>		<b>Gallons of Milk Needed</b>
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## MILK WORKSHEET INSTRUCTIONS

1. Fill out the name of the site and the month/year at the top of the page.
2. Using the center's meal attendance for the previous month, write the total number of meals served in the "Total Meal Count" box for each meal (breakfast, lunch/supper, snack, etc.).
3. Specify the number of children served in each age group for each of the meals in the appropriate boxes.
4. Multiply the number of children in each age group by the number of ounces required for each age group.
5. For each meal, add the number of ounces required for each age group and record these numbers in the "Ounces Needed" boxes.
6. Place the total number of ounces needed for each meal in the "Total Ounces Needed" boxes at the bottom of the worksheet. Add these numbers and record the total number of ounces needed for all meals.
7. Divide the total ounces needed for all meals by 128 (128 ounces per gallon) and place this number in the "Gallons of Milk Needed" box.
8. This final total is the minimum number of gallons the site must purchase each month to meet the CACFP Meal Pattern requirements.

\*\* Keep in mind that required milk purchases may vary according to changes in attendance. The site should purchase extra milk for second helpings or spills and plan to purchase adequate quantities of milk for adults, if adults eat with the children.

## ALLOWABLE USES OF CACFP REIMBURSEMENT

The CACFP regulations require that each site establish procedures to collect and maintain documentation of nonprofit food service to ensure that all food program reimbursement funds are used exclusively for the food service operation or for the improvement of the food service operations.

All sites must maintain accurate records of their operating and administrative costs to support their nonprofit food service operation and to demonstrate that the reimbursement received is used solely for the food service operation. Sites **must keep records of their operating and administrative costs** to show that all CACFP reimbursement is being used for the food service operation.

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### OPERATING COSTS

Operating costs are the costs limited to the site's allowable expenses of serving meals to eligible participants. Examples of operating costs are:

- Food Cost
- Food Service Labor Cost
- Nonfood Supplies
- Food Service Equipment

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### FOOD COSTS

Food costs are monies spent for food used in meals served to children in the site. The costs for food include the purchase price, as well as the charges for processing; transporting, storing, and handling purchased or donated food, including USDA commodities.

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### FOOD SERVICE LABOR COSTS

Food service labor cost are monies paid by the site or sponsors for labor needed for the operation of the food service. These costs may include wages, salaries, employee benefits, and the share of taxes paid by the site or sponsor.

Food service labor is labor required to perform the following tasks:

- Menu planning.
- Preparing, serving, and cleaning up after the meal.
- On-site supervision of day-to-day food service operation, including supervising children while they are being served meals.

- Preparation of daily CACFP meal production records.
- Purchasing food and food service supplies.

Sites must document food service labor costs in order to justify any portion of the reimbursement used to cover those costs. The records that must be used to document food service labor costs include: payroll records and time and effort reports. A time and effort report is a daily record of how much time a person worked on a specified food service task. Time and effort reports are needed for employees who spend a portion of their time on food service tasks and have other non-food related duties. Please refer to the CDPHE-CACFP Labor and Wages Form in the Forms and Resources section.

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#### NONFOOD SUPPLIES

Money used for nonfood supplies such as paper goods, cleaning supplies used directly for the food service operation, and any small equipment used by the food service. Sites must maintain itemized receipts and invoices for these allowable costs.

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#### FOOD SERVICE EQUIPMENT

Allowable cost for food service equipment includes the maintenance and repair of the equipment as well as the depreciation expense for non-expendable equipment. This includes the normal wear and tear of food service equipment resulting in a loss of value for the equipment. The depreciation is based on the acquisition cost, and adequate property records must be maintained. No depreciation is allowed on any equipment considered fully depreciated and might not be assessed donated equipment.

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#### ADMINISTRATIVE COSTS

Administrative costs are the costs limited to the site's allowable expenses for planning, organizing, and managing the program. Examples of administrative cost are:

- Management and Oversight of CACFP operations (completing CACFP application materials, planning, organizing, and managing the program).
- Compiling daily records to support claims for reimbursement (time-in/time-out monitoring, meal count sheet completion, claim preparation, and deposit and distribution of reimbursement monies).
- Staff training for CACFP operations.

**1. May USDA Foods be used in snacks?**

Yes, at-risk afterschool programs may use USDA Foods in their afterschool snack and/or meal service. Please note, however, that the school or organization will not earn additional entitlement foods as a result of serving afterschool snacks. The amount of entitlement foods earned will continue to be based solely upon the number of lunches or suppers served to children.

**2. An at-risk afterschool care program operates during the week and on weekends. Do the weekday and weekend meal service times need to be the same?**

No. Meals and snacks served through CACFP on weekends or holidays may be served at any time of day approved by the CDPHE-CACFP.

**3. Are afterschool programs permitted to serve two snacks instead of one meal and one snack?**

The Richard B. Russell National School Lunch Act clearly states that Institutions participating in the at-risk afterschool meals component of CACFP may be reimbursed for only one meal and one snack. However, because serving an additional snack in lieu of a meal would not exceed the maximum meal benefit allowed by law and therefore would not increase cost to the program, State agencies are authorized to waive this requirement on a case-by-case basis and allow Institutions to serve two snacks instead of one meal and one snack. This will allow State agencies to provide additional flexibility to Institutions that may not have the capacity to serve a full meal. We strongly encourage Institutions to provide a full meal whenever possible in order to meet the nutritional needs of the children served.

**4. Must Institutions participating in multiple Child Nutrition Programs (for example, NSLP, CACFP, and SFSP) keep their food inventories separate?**

There is no Federal requirement that food inventories used for the various child nutrition programs be stored separately. However, accurate records must be maintained for the individual programs, including allocation of food costs between multiple programs.

# After School At-Risk Sponsor of Centers Requirements



## SPONSOR OF CENTERS RESPONSIBILITIES

A sponsoring organization is a public or nonprofit private organization, or Program eligible for-profit organization, which is entirely responsible for the administration of the CACFP in one or more child care centers, outside school hours centers, after school at-risk programs or any combination of these, that are unaffiliated, or two or more child care centers, outside-school-hours care centers, at-risk meal programs, or any combination of these that are affiliated. Unaffiliated childcare facilities are legally distinct entities from the sponsoring organization. In contrast, affiliated facilities are part of the same legal entity as the sponsoring organization. The sponsoring organization is administratively and fiscally responsible for all centers, also referred to as sites, listed on the agreement and must manage and monitor them as defined by the regulations.

Sponsoring organizations are required, by regulation, to accept final administrative and financial responsibility for management of the CACFO for all sponsored sites. In addition, the SOC is responsible for conducting site visits, preparing budgets and management plans, obtaining and compiling the monthly claim for reimbursement, which includes several edit checks, and monitoring all aspects of the CACFP at the individual sites.

Federal regulations also require sponsoring organizations to accept responsibility for completion of several procedures and systems. This includes the ability to demonstrate ability to meet three performance standards. The sponsoring organization must be **F**inancially **V**iable, **A**dministratively **C**apable, and have internal controls to ensure **A**ccountability. This is also referred to as being able to show **VCA**. The State Agency assesses and determines that the Sponsor of Centers is able to show VCA. To demonstrate VCA the Sponsoring Organization must show it is able to train staff, understand and develop procedures and systems, conduct required site visits, and conduct edit checks before processing site claims.

This manual covers the different Program procedures and forms that are required of sponsoring organization of at-risk programs as the sponsoring organization Starts CACFP participation. These are:

1. Training Requirements
2. Site Responsibility and Monitoring Sponsored Sites
3. Claim for Reimbursement

## TRAINING REQUIREMENTS

Staff in the individual sites and key staff at the main office of the sponsoring organization must be trained according to the Food Program duties for which they will be responsible. This training must occur at two specific times. They are:

1. **Initial - Key staff** – training occurs before key staff conducts Food Program duties for meals that will be claimed on the Child and Adult Care Food Program.
2. **Annual - All Staff** - thereafter, all Food Program staff must be trained, once every year. Annual training updates reinforce the knowledge of Food Program requirements.

Training must include, at a minimum, the following topics and information.

- **CACFP Meal Pattern Requirements:** Meal pattern components, quantity of food requirements, and food preparation.
- **Meal Counts:** Methods for ensuring accuracy.
- **Claims Submission and Review Procedures:** Methods of submitting claims to the sponsoring organization and methods for the sponsoring organization to verify claim accuracy.
- **Record Keeping Requirements:** Record keeping systems for all areas of the Program.
- **Reimbursement System:** Entire process from recording meal counts to receiving the reimbursement check and the disbursement of the check.

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## KEY STAFF

The CDPHE-CACFP defines “key staff” as persons who oversee CACFP functions at the site (i.e. director, administrator), perform record keeping tasks or maintain paperwork (i.e. assistant director), perform food service and food service duties (i.e. cook), or any person responsible for CACFP duties.

Key staff includes not only the personnel that will be preparing the food and feeding the children, but also the staff that accepts financial responsibility and will be monitoring the sites to assure ongoing compliance with the CACFP regulations. Training is required to strengthen the Program, improve and update Program knowledge, improve detection of problem areas during monitoring, to reduce errors, improve compliance and to prevent improper payments.

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## EXAMPLES OF KEY STAFF:

- Center Director
- Business Owner; if for-profit or approved designee
- Cook; if meals are prepared on site

- Monitoring staff
- Administration Staff; that collect IEFs and track enrollment
- Personnel that plan meals or purchases food
- Supervisors of Meal Service; Teachers and Assistant Teachers
- Any substitute for the above duties

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#### OTHER POSSIBLE KEY STAFF:

- Clerical staff who compile monthly meal counts and claim
- Financial officers who document non-profit meal service
- Board members of non-profit centers

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#### TRAINING REQUIREMENTS FOR KEY STAFF

The CACFP regulations require key staff of the Institution to receive CACFP training prior to participating in the CACFP. The CDPHE-CACFP provides options for training, which include formal training sessions and written training modules. Participating Institutions must train key staff members at all participating sites at least annually thereafter on content areas defined by the CDPHE-CACFP. The CDPHE-CACFP defines “key staff” as persons who oversee CACFP functions at the sites (i.e., director, administrator), perform record keeping tasks or maintain paperwork (i.e., assistant director), perform food service and food service duties (i.e., cook, persons serving the meal), or any person responsible for CACFP duties. Required annual training may include the topics listed below. All training must be appropriate to the level of experience and duties of staff. New staff will require much more intensive training, while experienced staff may only require a refresher on the topics or training in an unfamiliar area. Likewise, staff with specific duties may not need training in all areas.

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#### ANNUAL CIVIL RIGHTS TRAINING REQUIREMENTS

All participating Institutions must ensure that frontline staff and managers of frontline staff be trained annually on civil rights requirements. Frontline staff refers to those persons who interact with program applicants or participants (Sponsor staff and participating providers).

Topics selected for civil rights training should be applicable to the duties and skill level of the staff members. These topics include:

- Annual collection and use of civil rights data (reported race and ethnicity).
- The Institution’s method of informing participants of CACFP availability, rights and responsibilities, nondiscrimination policy, and the procedure for filing a complaint.
- Procedure for filing a complaint for discrimination.
- Required reasonable accommodations of persons with disabilities.

- The Institution’s methods of providing language assistance when needed.
- Conflict resolution.
- Customer service.

When completing annual CACFP training requirements for staff members, sponsoring organizations must include civil rights training for applicable staff members. Sponsors must document all training conducted for staff members and maintain those records for review purposes.

Please visit the CDPHE-CACFP website <http://www.colorado.gov/cs/Satellite/CDPHE-PSD/CBON/1251618341001> under the Manual and Forms section for civil rights training material and forms that can be used to conduct the required civil rights staff training.

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#### MONITORING STAFF TRAINING

All training must be appropriate to the level of experience and duties of the staff. New staff will require much more intensive initial training, while experienced staff may only require a refresher on the topics.

For monitoring staff, the CDPHE-CACFP recommends providing training in the following areas:

- Activities related to conducting on-site reviews (site visits), including planning, scheduling, and documenting reviews.
- Findings, corrective action, and follow-up processes and requirements.
- Technical assistance, as provided during a review.
- Record-keeping requirements (Meal counts, including Record of Meals served, health inspection reports, 5-day reconciliation, and Food Service Management Company records).
- Claims processing.
- Menu and Production Record reviews.
- Time-in / Time-out or attendance forms.

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#### TRAINING PLAN AND PROCEDURES

All sponsoring organizations must have a list of trained staff and must update the list annually to assure that all key staff receives training. There must also be procedures to assure that all new employees, who have CACFP duties, are trained soon after they are hired, before they take on CACFP duties. Procedures should be in place that ensures that if a trained staff person leaves, the new staff is not making costly mistakes prior to receiving training.

Documentation must be kept for each program year that shows that all key staff, monitoring staff, new sites, and new staff with CACFP duties have been trained using the required and recommended topics as a guide. The sponsoring organization must certify compliance with training requirements at the time of review and reapplication for participation each year.

Some sponsoring organizations train most of the staff once a year and others conduct quarterly, monthly, or individual training. Any of these systems are fine. **Documentation is the important factor.** Usually the Sponsor of Center conducts its own trainings. Materials are available to use for part of the trainings. Some of these are:

- Training modules for new staff developed by the CDPHE-CACFP on various aspects of the program.
- At-risk afterschool manual.
- Training seminars provided by the CDPHE-CACFP staff.
- CDPHE-CACFP web site <http://www.colorado.gov/cs/Satellite/CDPHE-PSD/CBON/1251618272621>
- Sponsor of centers may contact the CDPHE-CACFP staff for other training options.

Training documentation must be kept on file and available for review by CDPHE-CACFP or USDA. Training must be documented with the following information. The sponsoring organization may use the training documentation form provided with this module, the one included in the Center manual or its own form as long as the minimum topics are included that are specified on the form. These are:

- Training topics
- Date training occurred
- Who conducted the training
- Who attended the training
- Handouts or modules used

Failure to train and document training of sponsoring organization staff or failure of staff to participate in training is considered a serious finding and may result in deficiency actions during a CDPHE-CACFP review or prevention of new sites from participation on the CACFP.

## SITE RESPONSIBILITY AND MONITORING SPONSORED SITES

The CACFP regulations require sponsoring organizations to review or monitor CACFP operations at all sites throughout the year.

- The sponsoring organization must assume responsibility for submitting and maintaining applications for participation for the sponsoring organization and its sites.
- Provide adequate supervisory and operational staff for management and monitoring of the Food Program for its sites
- Undertake corrective action when necessary and conduct follow-up visits to sites, to ensure resolution of problems.

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### SITE VISITS

Site Visits are also called monitoring reviews. Monitoring staff of the sponsoring organization, which are trained in all areas of CACFP operations, must review each site three times per year. There must not be more than six months between site visits.

Monitoring of a site begins with the first visit to the site. The first monitoring visit must be completed unannounced and prior to application for that site to participate on the Food Program.

Some sponsor of centers programs, are in operation less than twelve months per year, and may want to monitor on a shorter annual schedule. It is recommended that enough time be allowed to be able to conduct follow up if problems are discovered. Corrective follow up should be complete before the end of the program year. Additional site visit requirements include:

- At least one review must occur during each **new** facility's first four weeks of program operations.
- At least two of the three reviews must be unannounced.
- At least one unannounced review must include observation of a meal service.
- At least two of the three site visits must be meal visits.
- Not more than six months may elapse between reviews.
- Monitoring staff conducting reviews must show photo identification, which verifies their employment by the sponsoring organization.
- Unannounced reviews must occur during the program's normal hours of operation.

If sites are in operation less than four months during the year, sponsoring organizations are required to conduct at least one site visit while the site is in session. This visit must occur during the first four weeks of operation. If deficiencies are noted during the site visit, the sponsoring organization must conduct a follow-up unannounced review.

The sponsoring organization must use the CDPHE-CACFP Site Visit Form or a form approved by the CDPHE-CACFP staff for all required reviews of sponsored sites. Sponsoring organizations must keep these completed forms on file for the required period of the current fiscal year plus 3 1/3 years. The CDPHE-CACFP staff will evaluate these forms during CACFP reviews.

As indicated on the CDPHE-CACFP Site Visit Form, reviews conducted by the sponsoring organization must include the following content areas:

- An assessment of whether problems identified during previous reviews have been corrected.
- A reconciliation of meal counts with time-in/time-out or attendance records for a five-day period.
- Reviews must include an examination of the meal counts recorded by the site for five consecutive days during the current and/or prior claiming period. When conducting the first site visit, at a site, it is reasonable to use the most recent five-day period. For each day during the five-day period, the reviewer must compare meal counts for breakfasts, lunches, suppers, and snacks to time in/time-out records. Note: If the site is a homeless shelter, at-risk meal program or an adult day care program, the attendance records may be used. Based on that comparison, the reviewer must determine whether the meal counts were accurate. If there is a discrepancy between the number of participants in attendance on the day of review and prior meal counting patterns, the reviewer must attempt to correct the difference and take further action if necessary. Appropriate action may include meal disallowance, further investigation, and/or establishment of a corrective action plan.

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#### 5-DAY RECONCILIATION

During monitoring site reviews, the monitor must conduct the reconciliation of the Record of Meals Served/Meal Counts recorded by each site for approximately 10% of the children listed on the Records of Meals/Meal Counts against the time-in/time-out or attendance records for five consecutive days during the current and/or prior claiming period. For sites with 50 or fewer enrolled children, the sponsoring organization must complete the examination of records for at least five enrolled children. For each day during the five-day period, the reviewer must compare meal counts for breakfasts, lunches, suppers, and snacks to time in/time-out records. The reviewer must also ensure that current enrollment information is on file for every child for whom meals are claimed. Based on that comparison, the reviewer must determine whether the meal counts were accurate. CDPHE-CACFP requires time-in/time-out or attendance forms.

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#### SITE FORMS

Each individual site must maintain specific CACFP forms. These forms must be readily available to review by the SOC monitors, CDPHE-CACFP, USDA or Auditors. Some SOC may require copies of some of these forms to be maintained in their office also. The SOC is ultimately responsible to maintain all records that support each claim. These forms are:

- Menus and Production Records for each meal or snack claimed, maintained in the monthly CACFP folder.
- Food receipts or invoices for all food or other food service items purchased during each month, maintained in the monthly CACFP folder.
- Civil Rights information on children currently enrolled in the center.
- Center copy of agreement with the SOC.
- Copy of the Direct Participation notice.
- Time-in/time-out forms attendance records.
- Time and Effort reports for staff whose salary is completely or partially paid by CACFP reimbursement.
- Staff training records for CACFP training requirements.
- Copy of individual site claim and documentation of reimbursement paid by SOC.

The sponsoring organization must designate a trained staff person to compile the Claims for Reimbursement from each site into one combined claim for submission to the CDPHE-CACFP office. If this person is also to sign the claim to be sent into the CDPHE-CACFP office then this person's name and signature must be on file on the Certificate and Statement of Authority and Truth of Application at the CDPHE-CACFP office. The SOC must submit only one compiled claim for all of the sites to the CDPHE-CACFP office.

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#### MONTHLY SITE EDIT CHECKS

The sponsoring organization must review each site's monthly claim to determine the validity of the claim. The edit checks must ensure the following:

- **Approved Meals:** Each center claims only meals approved by the CDPHE-CACFP office.
- **Number of Meals:** For each meal type, the number of meals claimed does not exceed the maximum number of meals possible for the month (number of days in operation multiplied by the total number of enrolled children).

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#### SITE ATTENDANCE VERIFICATION

Sponsoring organizations must assure that meals are claimed only for children who are in attendance and participate in the meal at the site. If time-in/time-out or attendance records are unavailable, incomplete, or invalid during a review of a site, then the sponsoring organization must not claim for meals which there are no documentation of the children in attendance during the meal service.

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#### ACTION REQUIRED IF IMMINENT THREAT TO HEALTH OR SAFETY IS OBSERVED AT A SITE

Monitors are required to take action if they see an imminent threat to the health and safety of the children or to the general public. At a minimum, the sponsor must report any such conduct or conditions to the appropriate authority, and follow their recommendations. In addition, the regulations require the sponsor to suspend a center (site) from the Food Program if State or local health or licensing agency cites the center (site) for serious health or safety violations.

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#### DOCUMENTATION MUST OCCUR FOR EACH SITE VISIT

Documentation must also cover any review findings, required corrective action to correct problems, and a description of technical assistance given to the center staff. Documentation must be documented on a Site Visit Review form authorized by the CDPHE-CACFP. Sponsoring organizations must conduct follow-up visits to evaluate whether problems identified during site visits are corrected. Sponsoring organizations must maintain documentation of necessary follow-up visits and note resolutions to problems.

The Board of Directors must understand the rules and regulations of the Food Program and the rules governing nonprofit and corporate boards of the State of Colorado. If needed the CDPHE-CACFP staff will meet with the SOC and board to develop materials and or Food Program training that will facilitate the board members' understanding of their Food Program responsibilities.

#### CLAIM FOR REIMBURSEMENT

The SOC must submit a claim for reimbursement each month to receive reimbursement for the meals served to children in all of the sites under the Sponsor of Centers. Several requirements must be met in order for the claim to be accepted and paid by the CDPHE-CACFP. Preparing and organizing the required paperwork is necessary to complete each claim.

The following documentation must be completed **by each site** and sent to the Sponsor of Centers, which then completes the work necessary to file a compiled claim:

- Meal Count Sheets/ROMS.
- Individual Site Claims.
- An individual claim must be received from each sponsored site. Edit checks are then completed and the individual claims are then compiled and a combined claim is completed and submitted for reimbursement.

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## CLAIM EDIT CHECKS

Two types of monthly edit checks are required. These procedures must be applied to each site claim each month in order to help determine the claims validity.

The monthly edit checks must include:

- **Meal Type approval:** Each site has been approved to serve the meal types being claimed. Check each site to assure that they are only claiming meals that are approved for. If meals are claimed for types of meals not approved, then the meals must be disallowed before the claim is considered valid. Document that this edit check was completed for each site.
- **Number of Meals Claimed Edit Check:** The total number of meals claimed cannot exceed the number derived by multiplying approved meal types, times the number of days in operation, times the enrollment for the month. For example: Supper x 21 days in operation x enrollment = maximum number allowed for supper meal claim for the month. Which could look like 21 days in the month X 100 enrolled = 2100 which is maximum number of this meal type allowed for the month. Repeat this for each meal type claimed. If the number of meals in any meal category exceeds the maximum, a more thorough assessment must be made and corrections must be made to the claim for those meals before the claim is considered valid. Document that this edit check was completed for each site.

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## DISBURSEMENT OF CACFP FUNDS

Sponsoring organizations must make payments of Program funds to the centers it sponsors within five working days of receipt from the State agency, based upon the management plan approved by the State agency. These disbursements may not exceed the Program costs documented by each facility during any fiscal year.

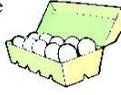
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## FORMS AND RESOURCES

The following pages include forms that can copied for your office use as needed

# Sample Snack Cycle Menus



	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Snack</b> 	Granola bar (rolled oats first ingredient) Yogurt Water*	Rice cake Peanut butter Water*	Gingerbread Apple cider	Soft pretzels Cranapple juice 	Sopapillas Milk
<b>Snack</b> 	Kiwi fruit Graham crackers Water*	Peach pie (homemade) Milk 	Banana bread Milk	Bread sticks V-8 or tomato juice	Apple Crisp Milk
<b>Snack</b> 	Ice cream sandwich (ice cream between two graham crackers) Orange juice	Tortilla chips (low salt, corn tortilla chips) topped with refried beans Apple juice	Banana shake (banana and milk) Sesame crackers 	Zucchini and carrot strips with dip Milk	Potato skins with melted cheese Water* 
<b>Snack</b> 	Grapes Graham crackers Water*	Pimento cheese (homemade) stuffed in celery Milk	Fresh fruit in vanilla yogurt Water*	Peanut butter and jelly squares (on bread) Pineapple orange juice	Sesame crackers Cheese cubes Water*
<b>Snack</b> 	Crackers Raw broccoli trees and cauliflower Ranch dressing Water*	Apricot bars Milk 	Raspberry yogurt cheese (drain yogurt in cheese-cloth) Graham crackers Water*	Oatmeal cookies Milk	Hard cooked egg Apple juice 
<b>Snack</b> 	Cottage cheese with pineapple chunks Water*	Animal crackers (enriched) Grape juice	Yogurt parfaits (yogurt, dry granola cereal, and sliced bananas) Water*	Soft pretzel Orange Juice 	Melted cheese on tortilla Apple juice

\*= water is not a creditable component

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## MENU PLANNING AND PRODUCTION RECORDS FOR CHILDREN, AGES 1 THROUGH 12 YEARS

Using the **Milk Worksheet** below, and the instructions on the following page, calculate the minimum quantity of milk the center must purchase each month. Base the calculations on the number of children served at meals and snacks throughout the previous month. For the future, keep in mind that required milk purchases may vary according to changes in attendance. The center should also purchase extra milk for second helpings or spills and plan to purchase adequate quantities of milk for adults, if adults eat with the children.

### Milk Worksheet

Center Name: \_\_\_\_\_ Month/Year \_\_\_\_\_

**Total Breakfast Count**

Average

1-2 Year Olds

x 4 oz. =

3-5 Year Olds

x 6 oz. =

6-12 Year Olds

x 8 oz. =

Ounces Needed

**Total Lunch/Supper Count**

Average

1-2 Year Olds

x 4 oz. =

3-5 Year Olds

x 6 oz. =

6-12 Year Olds

x 8 oz. =

Ounces Needed

**Total Snack Count**

Average

1-2 Year Olds

x 4 oz. =

3-5 Year Olds

x 4 oz. =

6-12 Year Olds

x 8 oz. =

Ounces Needed

Total Ounces Needed

+

+

=

**TOTAL OUNCES NEEDED**

Divided by 128 oz. =

**Gallons of Milk Needed**

## **MENU PLANNING AND PRODUCTION RECORDS FOR CHILDREN, AGES 1 THROUGH 12 YEARS**

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### **Milk Worksheet Instructions**

1. Fill out the name of the center and the month/year at the top of the page.
2. Using the center's meal attendance for the previous month, write the total number of meals served in the "Total Meal Count" box for each meal (breakfast, lunch/supper, snack, etc.).
3. Specify the number of children served in each age group for each of the meals in the appropriate boxes.
4. Multiply the number of children in each age group by the number of ounces required for each age group.
5. For each meal, add the number of ounces required for each age group and record these numbers in the "Ounces Needed" boxes.
6. Place the total number of ounces needed for each meal in the "Total Ounces Needed" boxes at the bottom of the worksheet. Add these numbers and record the total number of ounces needed for all meals.
7. Divide the total ounces needed for all meals by 128 (128 ounces per gallon) and place this number in the "Gallons of Milk Needed" box.
8. This final total is the minimum number of gallons the center must purchase each month to meet the CACFP Meal Pattern requirements.

\*\* Keep in mind that required milk purchases may vary according to changes in attendance. The center should purchase extra milk for second helpings or spills and plan to purchase adequate quantities of milk for adults, if adults eat with the children.

AT-RISK MENU AND PRODUCTION RECORD

After School (At-Risk) Meal Program  
6-to-18 year olds

Name of Center: \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

CACFP Meal Pattern for 6-to-18 year olds	Menu	Estimated Number to be served	Amount: Food Purchased / Prepared	Adjustments
<b>BREAKFAST (3 components)</b> <input type="checkbox"/> Fluid Milk, 1 cup <input type="checkbox"/> Fruit or Vegetable, 1/2 cup <input type="checkbox"/> Bread or Bread Alternate, 1 slice or 3/4 cup dry cereal or 1/2 cup cooked cereal		_____ 6-to-18 yrs. Adults		
<b>A.M. SNACK</b> (choose 2 different food components) <input type="checkbox"/> Fluid Milk, 1 cup <input type="checkbox"/> Meat or Meat Alternate, 1 ounce <input type="checkbox"/> Fruit or Vegetable, 3/4 cup <input type="checkbox"/> Bread or Bread Alternate, 1 slice		_____ 6-to-18 yrs. Adults		
<b>LUNCH (5 components)</b> <input type="checkbox"/> Fluid Milk, 1 cup <input type="checkbox"/> Meat or Meat Alternate, 2 ounce <input type="checkbox"/> 2 different varieties of vegetables and/or fruits, 3/4 cup total <input type="checkbox"/> Bread or Bread Alternate, 1 slice or 1/2 cup		_____ 6-to-18 yrs. Adults		
<b>P.M. SNACK</b> (choose 2 different food components) <input type="checkbox"/> Fluid Milk, 1 cup <input type="checkbox"/> Meat or Meat Alternate, 1 ounce <input type="checkbox"/> Fruit or Vegetable, 3/4 cup <input type="checkbox"/> Bread or Bread Alternate, 1 slice		_____ 6-to-18 yrs. Adults		
<b>SUPPER (5 components)</b> <input type="checkbox"/> Fluid Milk, 1 cup <input type="checkbox"/> Meat or Meat Alternate, 2 ounce <input type="checkbox"/> 2 different varieties of vegetables and/or fruits, 3/4 cup total <input type="checkbox"/> Bread or Bread Alternate, 1 slice or 1/2 cup		_____ 6-to-18 yrs. Adults		

Over

FORMS/At-Risk Programs/At-Risk M&PR rev. 3-21-2011.doc

**After School (At-Risk) Meal Program  
6-to-18 year olds**

Name of Center: _____		Week Beginning _____		
CACFP Meal Pattern for 6-to-18 year olds	Menu	Estimated Number to be served	Amount: Food Purchased / Prepared	Adjustments
<b><u>Monday- SNACK</u></b> (Choose 2 different food components) • Fluid Milk, 1 cup • Meat or Meat Alternate, 1 oz. • Fruit or Vegetable, ¼ cup • Bread or Bread Alternate, 1 slice		_____ 6-to-18 yrs. Adults		
<b><u>Tuesday- SNACK</u></b> (Choose 2 different food components) • Fluid Milk, 1 cup • Meat or Meat Alternate, 1 oz. • Fruit or Vegetable, ¼ cup • Bread or Bread Alternate, 1 slice		_____ 6-to-18 yrs. Adults		
<b><u>Wednesday- SNACK</u></b> (Choose 2 different food components) • Fluid Milk, 1 cup • Meat or Meat Alternate, 1 oz. • Fruit or Vegetable, ¼ cup • Bread or Bread Alternate, 1 Slice		_____ 6-to-18 yrs. Adults		
<b><u>Thursday- SNACK</u></b> (Choose 2 different food components) • Fluid Milk, 1 cup • Meat or Meat Alternate, 1 oz. • Fruit or Vegetable, ¼ cup • Bread or Bread Alternate, 1 Slice		_____ 6-to-18 yrs. Adults		
<b><u>Friday- SNACK</u></b> (Choose 2 different food components) • Fluid Milk, 1 cup • Meat or Meat Alternate, 1 oz. • Fruit or Vegetable, ¼ cup • Bread or Bread Alternate, 1 Slice		_____ 6-to-18 yrs. Adults		

Cycle Menu Changes/Updates : OVER

### Menu Changes/Updates

Date	Number fed	Food substitutes	Amounts used
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10			
11.			
12.			

**SPECIAL DIET STATEMENT**

Center

(Colorado Department of Public Health and Environment, Child and Adult Care Food Program)

Nutrition is an important part of good health and a good childcare program. Children need well-balanced meals to meet their daily energy needs and help build strong bodies and minds. Through the Child and Adult Care Food Program (CACFP), you can be assured that your child is getting balanced nutritious meals. All of the meals claimed must follow patterns set by the U.S. Department of Agriculture. As participants in the CACFP, your child care center can claim a maximum of one meal and two snacks or two meals and one snack daily per child unless they are approved to claim a fourth meal. Your childcare center receives a reimbursement for claiming these meals as well as information on nutritious meals for children.

If your child is unable to consume the foods that are required in the meal pattern, then substitutions may be made if authorized by a recognized medical authority. See reverse side of this page.

Below are the minimum Child and Adult Care Food Program meal requirements for children 1 through 12 years old:	
<b>BREAKFAST</b>	<b>EXAMPLE</b>
1) Fluid milk 2) Fruit, vegetable or juice 3) Bread/bread alternate	<ul style="list-style-type: none"> <li>• Milk</li> <li>• Sliced apples</li> <li>• Corn flakes</li> </ul>
<b>LUNCH/SUPPER</b>	<b>EXAMPLE</b>
1) Fluid milk 2) Meat/meat alternate 3a) Fruit, vegetable or juice 3b) Fruit or vegetable 4) Bread/bread alternate	<ul style="list-style-type: none"> <li>• Milk</li> <li>• Chicken</li> <li>• Green beans</li> <li>• Sliced peaches</li> <li>• Dinner roll</li> </ul>
<b>SNACK - Serve 2 of the following 4 foods:</b>	<b>EXAMPLE</b>
1) Fluid milk 2) Meat/meat alternate 3) Fruit, vegetable or juice 4) Bread/bread alternate	<ul style="list-style-type: none"> <li>• Pineapple juice</li> <li>• Wheat Crackers</li> </ul>

USDA forbids discrimination because of race, color, national origin, age, sex, or disability. Any person who believes he or she has been discriminated against in any USDA-related activity should write immediately to the Secretary of Agriculture, Washington, D.C. 20250.

**SPECIAL DIET STATEMENT**

The child listed below participates in the USDA Child and Adult Care Food Program. Through this program, licensed childcare centers serve meals that meet the USDA meal pattern requirements (see reverse side of this form). Substitutions in the regular meal pattern may be made based on the authorization of a recognized medical authority, i.e., Physician, Physician's Assistant, Nurse/Practitioner, Child Health Associate or Registered Dietitian.

Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_ Date\*: \_\_\_\_\_  
 Child Care Center: \_\_\_\_\_ Substitution Effective Through\*: \_\_\_\_\_  
 Reason for Substitution: \_\_\_\_\_

Substitutions are needed for the following food group (Please Check All That Apply)	Specific Foods to Avoid	Specific Food Substitutions	Key Nutrients that need to be Provided by Substitution
Iron Fortified Infant Formula			Iron, Calcium, Zinc, Protein, Calories
Fluid Milk			Calcium, Protein
Meat/Cheese/Eggs			Protein, Iron, B <sub>12</sub>
Fruits			Vitamin A, C, Fiber
Vegetables			Vitamin A, C, Fiber
Bread/Grains			B-complex, Fiber
Others - please specify _____			
_____			
_____			

Signature of Medical Authority: \_\_\_\_\_ Parent's Signature: \_\_\_\_\_  
 Please Print or Type Name: \_\_\_\_\_ Please Print or Type Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

**This form must be updated every 6 months.**

**Follow Up Letter if Special Diet Statement Needs Clarification**

Dear Medical Authority:

We have recently received a Special Diet Statement for \_\_\_\_\_.

The Diet Statement indicates \_\_\_\_\_

should be substituted for \_\_\_\_\_.

This substitution may not provide the child with sufficient \_\_\_\_\_  
\_\_\_\_\_.

Unless you let me know of a change in the Special Diet Statement, I will assume that you are monitoring the child's nutritional status and making the necessary dietary additions.

Sincerely,

cc: \_\_\_\_\_  
Parent

Center

**SPECIAL DIET STATEMENT  
FOR SPECIAL NEEDS (DEVELOPMENTALLY DISABLED) INDIVIDUAL**

The individual named below is a participant in the Colorado Department of Public Health and Environment, Child and Adult Care Food Program (CACFP). His or her childcare center is required to serve the individual according to the minimum requirements of the CACFP (see reverse).

If an individual who participates in the CACFP is considered developmentally disabled, foods may be substituted for those required by the Program if a physician designates the individual as having a developmental disability, which substantially limits one or more major life activities. Major life activities include "caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working".

In order for this individual to receive foods that vary from the meal pattern required by the Child and Adult Care Food Program regulations, you will need to fill out the lower part of this form. You must indicate the individual's developmental disability and include a description of the major life activity affected by the developmental disability, how the developmental disability affects the individual's ability to ingest certain foods, the food(s) to be omitted from the individual's diet, and the food or choice of foods that may be substituted.

**Today's Date:** \_\_\_\_\_ **Substitution Effective Through:** \_\_\_\_\_

**Individual's Name:** \_\_\_\_\_ **Age:** \_\_\_\_\_

**Center's Name:** \_\_\_\_\_

**Individual's Developmental Disability:** \_\_\_\_\_

**Indicate How This Condition Affects The Individual's Diet:** \_\_\_\_\_

**Major Life Activity Affected By the Developmental Disability:** \_\_\_\_\_

**Foods To Be Omitted From the Diet**

**Food(s) To Be Substituted**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Type/Print Name of Licensed Physician:** \_\_\_\_\_

**Signature of Licensed Physician:** \_\_\_\_\_

RECORD OF MEALS SERVED FOR AT-RISK AFTERSCHOOL CHILDREN

Record of Meals Served  
After School Meal Programs for At-Risk Children

Site Name: \_\_\_\_\_

Month/Year: \_\_\_\_\_

| Date         |
|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Snack        |
| B<br>L<br>Su |
| Daily Totals |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |
| Daily Totals |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |              |

\*Indicate the date and daily at-risk snack totals above. For at-risk meals, indicate the type of meal served and the daily totals for that meal.

Snack	Breakfast (B)	Lunch (L)	Supper (Su)

Page  
Total

1. The organization must provide care in after school settings, during the school year including weekends, holidays, or school vacations.
2. The At-Risk program shall be organized to provide children with regularly scheduled educational or enrichment activities in a setting that is structured and supervised.
3. The At-Risk program must not be an organized athletic program competing in a league such as community sports leagues.
4. The facility must not claim more than one snack and one meal per child each day.
5. Snacks and meals are eligible for reimbursement for participants up to age 18.
6. The snack must meet the CACFP snack pattern requirements; the meal must meet CACFP meal pattern requirements based on meal type.
7. When school is in session the meal/snack must be served after the school day.
8. During weekends or school vacations the meal/snack can be served anytime during the day, with State Agency approval.
9. During the summer months the meal/snack cannot be claimed unless school is operating on a year-round calendar.





**CACFP Labor and Wages Form**

Site's Name: \_\_\_\_\_ Month/Year: \_\_\_\_\_

Employee's Name and Title: \_\_\_\_\_

Day of the Month	Menu Planning/Food Ordering and Purchasing		Food Preparation and Production Record Documentation		Completion of ROMS		Claim Preparation	
	✓	Time Spent	✓	Time Spent	✓	Time Spent	✓	Time Spent
1								
2								
3								
7								
8								
9								
10								
13								
14								
15								
16								
17								
20								
21								
21								
23								
24								
27								
28								
29								
30								
31								

\* Make a check (✓) by the day of the activity and indicate the amount of time spent in minutes and hours.

**CACFP Management and Oversight of Food Service Operation**

Day of the Month	Afterschool Program Related Activity							
	▼	Time Spent						
1								
2								
3								
7								
8								
9								
10								
13								
14								
15								
16								
17								
20								
21								
21								
23								
24								
27								
28								
29								
30								

Total CACFP Related Hours \_\_\_\_\_ Total Afterschool Program Related Hours \_\_\_\_\_ Hourly Wage/Salary: \$ \_\_\_\_\_

I certify the hours shown above are true and the activities represent a true picture of my work effort for \_\_\_\_\_ (Month/Year)

\_\_\_\_\_  
Employee's Signature

## CACFP SPONSOR OF CENTERS AT-RISK SITE VISIT FORM

Sponsor Name: \_\_\_\_\_

Name and Address of Individual Site: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_ Contact Person: \_\_\_\_\_

Date of Site Visit: \_\_\_\_\_ Time of Visit: \_\_\_\_\_ Month of Record Review: \_\_\_\_\_

Pre-approval Unannounced Visit (new sites only)       Unannounced Visit (2 of 3 annually required visits must be unannounced. If Sponsor conducts 2 unannounced reviews of a facility in 1 year and finds no serious deficiencies, the sponsor may choose not to do a 3<sup>rd</sup> review of the facility that year; however, the first review in the next review year must occur no more than 9 months after the previous review (7 CFR 226.16(d).)

Announced Visit       Time of Meal Service: Beginning \_\_\_\_\_ Ending: \_\_\_\_\_

Does snack or meal time correspond with time listed in the CACFP application?  Yes  No

Site Capacity: \_\_\_\_\_ Total number of participants enrolled at the site: \_\_\_\_\_

Average Meal Attendance: For most recent claim, divide the number of each type of meal by number of days site was open.

Breakfast: \_\_\_\_\_ Lunch: \_\_\_\_\_ PM Snack: \_\_\_\_\_ Supper: \_\_\_\_\_

### RECORD KEEPING

1. Are all children who eat a snack or meal counted on the At-Risk Records of Meals Served (ROMS)?  Yes  No
2. Does the site have a system to determine the names of the children that are in attendance each day?  Yes  No
3. Do menus for the visit month meet CACFP Meal Pattern Requirements?  Yes  No  
Are dated menus posted and visible to the public?  Yes  No
4. Are production records completed daily?  Yes  No  
Are menus/production records changed to reflect what is actually prepared?  Yes  No
5. Are food receipts/invoices kept?  Yes  No  
Do food receipts support menus and production records?  Yes  No  
Are donated foods used?  Yes  No
6. Is the "And Justice for All" poster displayed and visible to the public?  Yes  No
7. If breakfast or lunch is claimed, were they only claimed on non-school days?  Yes  No
8. **Complete 5-Day reconciliation of at least 10% of the children's attendance or time in and time out records.**  Yes  No  
ROMS indicate that children claimed for meals are present for these meals/snacks:  
Dates of 5-Day reconciliation reviewed: \_\_\_\_\_ to \_\_\_\_\_  
Note: If the attendance or time in / out records are unavailable, incomplete or invalid and a reasonable explanation is not apparent, develop corrective action plan for this site: \_\_\_\_\_

### MEAL OBSERVATION

1. Indicate meal observed  Breakfast  Lunch  Snack  Supper
2. Number of children served? \_\_\_\_\_
3. Is the number within capacity?  Yes  No
4. Does the number of children served correspond with the facility's ROMS and claims?  Yes  No  
Are the ROMS completed at or immediately following the meal service?  Yes  No

Meal Observation Chart		
Meal Pattern	List the Item Served	Amount of Foods Served
Meat/meat alternate		
Fruit, vegetable or juice		
Bread/Bread alternate		
Fluid Milk		

- ◆ Is the observed meal creditable?  Yes  No
- ◆ Is enough food prepared, available, and offered?  Yes  No
- ◆ Is the meal attractive and appetizing?  Yes  No
- ◆ Are any children on special diets?  Yes  No

- ◆ If so, are Special Diet Statements on file and current?  Yes  No
- ◆ Meals served (check one):  Family Style  Pre-plated

**FOOD STORAGE/SAFETY & SANITATION/PREPARATION**

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| 1. Are foods listed on menus also observed in storage and within expiration date?                                 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Is the refrigerator temperature at or below 40° F?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Are open food packages in storage kept covered, labeled, dated, at least 6" off the floor and in a clean area? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Are safe procedures for food preparation and cooking followed?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. Are tables sanitized immediately prior to meal service?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6. Are proper hand-washing procedures followed?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If any conduct or conditions are discovered that pose an imminent threat to the health or safety of participating children, or the public in a sponsored facility, CACFP regulations require that the appropriate State or local licensing or health authorities be contacted. Action must be taken which is consistent with the recommendations and requirements of those authorities. If this situation exists during this site visit then please describe what was discovered and what was done.

Problem areas from last site visit: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Have problems been corrected?  Yes  No

If no, what follow up will be instituted and what is the deadline for correction? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Summary of Visit**

Include recommendations for improving the foodservice:

**Action Plan:**

**Time frame for completion:**

Reviewer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewer Title: \_\_\_\_\_