

At-Risk Afterschool Meals and Snacks in the Child and Adult Care Food Program

South Dakota Department of Education
Child and Adult Nutrition Services

What is It?

- Component of the Child and Adult Care Food Program (CACFP)
 - Low Income Areas
 - School Age Programs
 - Reimbursed at All-Free Rate

What Programs are Eligible?

- Organized After School Program
 - Not just athletic teams
- Regularly Scheduled Activities
 - Participation not required
- Educational and Enrichment Activities
 - Arts, crafts, homework, life skills, remedial education, fitness activities, etc.
- Site within Eligible School District

Operating Months?

- **During School Year Only**
 - After School
 - Weekends
 - Holidays
 - Non-School Days
- Transition to Summer Food Service Program (SFSP)

Organization Eligibility

- Public / Government
- Tax Exempt Nonprofit
- For Profit
 - Must Meet Eligibility Threshold

Site Eligibility

- Within School District Boundaries
 - School at 50% or Higher
 - Free and Reduced Price Eligibility
 - October Data
 - Can Use Other Month
- Emergency Shelters
 - After School Program in Any Area
- Must Meet Local Health and Safety Standards
 - Licensing (if required by Department of Social Services)
 - Annual Health Inspections

Participant Eligibility

- School Age through 18 years
 - 19 year olds, if they turned 19 during school year
- Drop In or Enrolled
- At End of School Day
 - or on non-school day

Applying For CACFP

- Online Application System (iCAN)
- Contact Child and Adult Nutrition Services (CANS)
 - Phone:** (605) 773-3413
 - Email:** DOE.iCANhelp@state.sd.us
 - Mail:**
 - 800 Governors Drive
 - Pierre, SD 57501-2225
 - Fax:** (605) 773-6846

Streamline Application

- School Food Authorities
 - Successful operation of National School Lunch Program (NSLP)
- Summer Food Service Program Sponsors
 - Successful operation of Summer Food Service Program (SFSP)

Meal Patterns

- CACFP Meal Patterns for Children
 - More Information
 - Webinars:
 - Meal Patterns – Required Foods and Amounts
 - Creditable Foods – Foods that “Count”
 - At Risk Afterschool Meals Handbook

Misc. Food Service Information

- All Items Must Be Served at Start of Meal
 - Exception – Approved for Offer V. Serve (OVS)
- Count Taken After All Items Served (or taken)
- Water Must Be Available
 - Cannot Replace Milk (if milk required)
- One whole-grain rich item per day
 - See creditable foods webinar for more information
- No Limits on Time of Meal Service

Reimbursement

- All Free Rate
 - Maximum of 1 Meal and 1 Snack (or 2 Snacks)
 - School Age Children only
- Claims Submitted Monthly
 - iCAN System
 - Due by 10th (to be paid on time)
 - 60 **Calendar** Days (max – to submit claim)
 - 90 **Calendar** Days (max – to revise (increase) claim)

Records to Keep

- Daily Attendance Records
- Menus for Each Meal/Snack
- Production Records
- Meal Count Records
 - By-Name Count NOT Required
 - Including Adults Served
 - Do NOT Claim Adult Meals
- Nonprofit Food Service Receipts
- Claim Documents
- Training Documentation

Training

- All Staff Must be Trained in CACFP Duties
 - Annually
 - Appropriate to Knowledge/Experience
- CACFP Training Topics:
 - Civil Rights
 - Meal Patterns
 - Meal Counts
 - Claims Submission
 - Record Keeping
 - Monitoring Procedures (sponsors only)
 - Reimbursement System (sponsors only)

Monitoring

- Sponsors Only (more than one site)
 - 3 Visits per Year (can be pro-rated to 2 for at-risk ONLY sites)
 - 2 Unannounced
 - Unpredictable
 - Without Prior Notice
 - 1 Meal Service Observation
 - First 4 Weeks of Operation
 - No More than 6 Months Between Visits
 - Serious Deficiency Identified
 - Next Visit Unannounced
 - Follow Up Visits if Needed

Review Elements (Sponsors ONLY)

- Each Visit Must Review:
 - Correction of Prior Issues
 - Comparing Meal Counts with Attendance
 - 5-Day Period
 - Meal Pattern Compliance
 - Meal Counting System
 - Menus and Production Records
 - Licensing or Alternate Licensing
 - Annual Training
- Prototype Form – Strongly Recommended

Civil Rights

- All Agencies Must:
 - Prominently Display
 - 'And Justice for All' Poster
 - Allow Equal Access
 - Use Non Discrimination Statement
 - Advertising (admissions and/or food program)
 - Reach Out to Local Grassroots Organizations
 - Annually Collect Demographic Data
 - Area and Population
- Agencies May Not:
 - Discriminate (race, color, national origin, sex, age, disability)

Record Retention

**Keep All Records for 3 Previous Years,
Plus the Current Year!**

Note: Program Year Runs October 1-September 30

Questions?

Contact Child and Adult Nutrition Services

Phone: (605) 773-3413

Email: Melissa.Halling@state.sd.us

Mail: Child and Adult Nutrition Services

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Pierre, SD 57501-2235

Fax: (605) 773-6846
