

Child and Adult Care Food Program At-Risk Afterschool Meals



Hello and welcome to OSPI's Child and Adult Care Food Program presentation on the At-Risk Afterschool Meals program



When school is out and parents are still at work, children need a safe place to be with their friends, with structured activities and supportive adults.

Afterschool programs that participate in the CACFP At-Risk Afterschool Meals program can provide children with activities that are safe, fun and filled with opportunities for learning AND nutritious food to supply their bodies with the energy and nutrition they need.

Learning Objectives

- ✓ Learn about the At-Risk Afterschool Meal Program
- ✓ Determine your program's eligibility
- ✓ Learn how to apply for the program

The learning objectives for this session today are...

Program Eligibility

- ✓ Area eligible location
- ✓ Organized primarily to provide after school care
- ✓ Provide organized, regularly scheduled activities
- ✓ Include education or enrichment activities

To be eligible to participate in the at-risk afterschool meals component of the Child and Adult Care Food Program an afterschool program must meet all of the following requirements:

- Be part of a public or private non-profit entity.
 - Be located in an area eligible location
 - Be organized primarily to provide care for children after school
 - Provide organized regularly scheduled activities in a structured and supervised environment.
 - Include education or enrichment activities.
- Lets talk about each of these a little more...

Program Eligibility

Area Eligible:

Located in the attendance area of an **area eligible school**



CACFP regulations require that at-risk afterschool programs be located in the attendance area of an area eligible school. This is because the focus is providing meals to low income children.

This means that the site is located in the attendance area of a public elementary, middle, 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. This is referred to as “area eligibility.” OSPI has 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.

Program Eligibility

Provides Afterschool Care



Another criteria is that the program must be organized primarily to provide after school care

At-risk afterschool care programs provide a much-needed service to their communities. They give children a safe place to go after school, and join their friends in physical, educational, and social activities.

Program Eligibility

Provides Organized Activities



YMCA Before & After School Care!



After School Arts Program



Mississippi Gulf Coast YMCA KIDZ CLUB

Before and After School Programs for Ages 5 - 12 Years Old



after school care

At the end of the day it's perfect childcare!

7

Program Eligibility

Provides Education and Enrichment Activities



Programs must also provide educational or enrichment activities.

Although there are no specific requirements for the types of educational and enrichment activities that a program has to offer, examples include, but are not limited to, arts and crafts, homework assistance, life skills, remedial education, and organized fitness activities. You can contact OSPI for assistance in determining if an activity is eligible.

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

Program Eligibility

- Organized athletic programs that compete in competitive sports are not eligible.
- Afterschool programs that include athletic and recreational activities may be eligible.



There is often questions about athletic organizations...so let's look at those requirements a little closer.

Organized athletic programs that only participate in interscholastic or community level competitive sports--for example, competitive youth sports leagues, community sports leagues,,, are not eligible for the program.

However, afterschool programs that include supervised athletic activity may participate as long as they are "open to all" and do not limit membership for reasons other than space, security, or licensing requirements.

Organization Eligibility

Must be operated by an eligible organization:

- Public agencies
- Tax-exempt nonprofit organizations

Must meet State and/or local health and safety standards

At-risk afterschool programs must be operated by an eligible organization to receive reimbursement.

Eligible organizations are those that are either operated by public agencies or are tax-exempt nonprofit organizations.

Afterschool care programs must also show they meet State or local health and safety standards.

Organizations should check with their local fire and health department to determine the particular requirements they must meet to participate in the at-risk afterschool meals program in their community [7 CFR §226.17a(d)]. Existing afterschool programs that have not had a meal service as part of their program in the past should also check with State and local health department officials to determine whether any additional requirements apply as a result of the service of an afterschool meal or snack [7 CFR §226.6(d)]. Programs located in a public school building or that have a child care license with the Department of Early Learning have already fulfilled the inspection requirements.

Program Requirements: Who?

- Enrolled or drop in
- Children up to the age 18 can participate
- Must be open to all children



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. Reimbursement also may be claimed for participants who turn age 19 during the school year. There is no age limit for persons with disabilities.

Children who are enrolled in preschool, Head Start, Even Start, etc. and who are participating in an eligible afterschool program are eligible for Meals and snacks claimed for reimbursement.

The program may charge a fee for the care provided or a “tuition” charge, but there cannot be a separate charge for the meal service. Although the regulations do not specifically prohibit or specifically authorize tuition charges, should OSPI encounter a situation where a substantial participation fee is being charged that might adversely affect the ability of needy children to participate, OSPI will consult with the Regional Office prior to approving participation.

Program Requirements:

Meals

Meals and snacks served DURING the school year.

(includes week-ends, holidays, and breaks during the school year)

- The meal can be served anytime after the school day ends or anytime on non-school days.
 - Both a meal and a snack may be served if program length of time allows
- Meals and/or snacks must be eaten on-site, during the program time.

Eligible meals and snacks must be served DURING the school year.

(this includes week-ends, holidays, and breaks during the school year)

The meal can be served anytime after the school day ends or anytime on non-school days.

Both a meal and a snack may be served if program length of time allows

Meals and/or snacks must be eaten on-site, during the program time.

Meal Pattern Requirements

Snacks

Must contain at least two of four components:

- Fluid Milk (1 cup)
- Meat / Meat Alternate (1 oz)
- Fruit and/or Vegetable (3/4 cup)
- Grain (1 serving, whole grain or enriched)

*Children 5 years old and younger require smaller portions – check the CACFP Meal pattern chart for details

Meals and snacks must meet requirements in order to be claimed.

Snacks must contain at least two of four components. These components include;

Fluid Milk (1 cup)

Meat / Meat Alternate (1 oz)

Fruit and/or Vegetable (3/4 cup)

Grain (1 serving, whole grain or enriched)

Meal Pattern Requirements

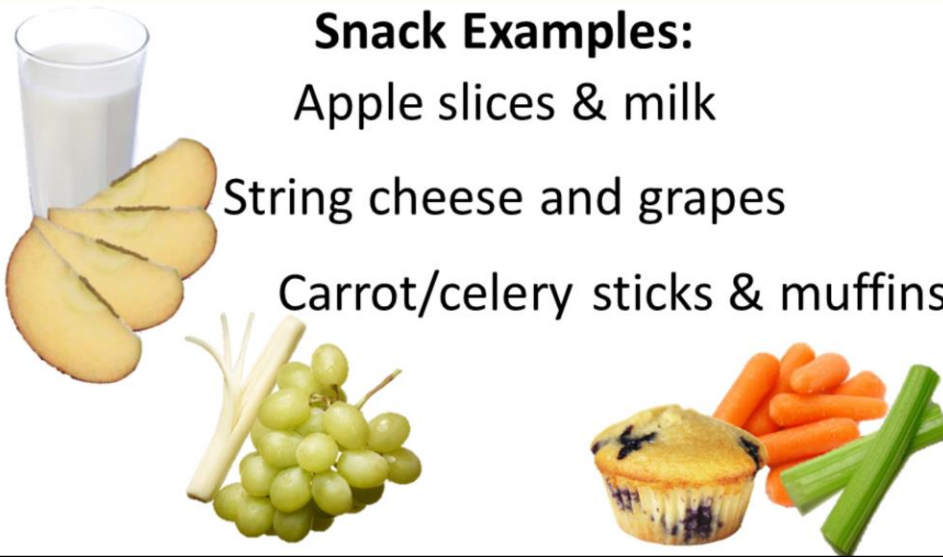
Snacks

Snack Examples:

Apple slices & milk

String cheese and grapes

Carrot/celery sticks & muffins



Here are some examples of potential snacks....

An 8 oz glass of milk and 3/4 cup of apple slices

1 oz of string cheese and 3/4 cup of grapes

Or a blueberry muffin and 3/4 cup of carrots and celery sticks.

We recommend that if you are serving raw vegetables that you serve 2 kinds to total the required 3/4 cup as 3/4 cups of one type of raw vegetables is a lot for a child to consume.

Meal Pattern Requirements

Supper

CACFP Meal Pattern*

| Fluid Milk | 1 cup |
|---|--------------------|
| Meat and Meat Alternates | 2 oz |
| Grains | 1 serving |
| Fruit / Vegetable (2 or more) | ¾ cup total |

- Details provided in the [CACFP Meal Pattern Chart](#)
- Children 5 years old and younger require smaller portions – check the CACFP Meal pattern chart for details

Supper meals must meet the CACFP Meal Pattern which includes....

1 cup of fluid milk

2 oz of meat or meat alternate

1 serving of grains and ¾ cup of fruit and vegetable from 2 or more items.

Meal pattern details (for both meals and snacks) can be found on CACFP meal pattern charts which are located on the OSPI Child Nutrition Web pages

Children that are less than 5 years old require smaller portion sizes – specifics can be found on the meal pattern chart.

CACFP meal pattern regulations have recently changed but the new meal pattern does not take effect until October 1, 2017. For new institutions, we are emphasizing the new meal pattern since there are only small parts that have to wait until October 2017.

Meal Pattern Requirements

Supper

Meal Example



An example of a supper meal is a bean and cheese quesadilla on a whole grain tortilla, fresh spinach salad, mixed fruit cup and milk.

Meal Pattern Requirements

Supper



Meal Example

Cold suppers are also allowed as long as they meet the correct components in the required sizes, such as this example of a turkey and cheese sandwich on whole grain bread, carrot sticks, apple and milk

Program Requirements: Meals

Meals / Snacks may be purchased from another organization participating in a Child Nutrition Program or outside vendor

Examples:

- A school district participating in the National School Lunch Program
- A child care center participating in the Child and Adult Care Food Program

An annual “Food Service Agreement” is required

Meals and/or snacks may be purchased from another organization that participates in a Child Nutrition Program or an outside vendor.

Examples might be if you were to purchase meals from a school district that participates in the National School Lunch Program

OR a child care center that participates in the Child and Adult Care Food Program.

Do note that if you choose to purchase you meals or snacks that you are required to have an annual Food Service agreement.

Or, it could be possible that you could participate as one of their sites and your organization does not need to apply.

Program/ Record Requirements:

- Daily attendance rosters
- Served menus
- Collection of ethnic and racial data annually
- Annual staff training
- Civil Rights requirements and training
- Fiscal management (invoices, receipts, etc. to document administrative costs, and operating costs)

If you qualify for the At-Risk Afterschool meals program, keep in mind there are additional program and record keeping requirements that must be followed;

The requirements include;

- keeping daily attendance rosters
- records of your served menus that demonstrate meal pattern was met
- annually collect ethnic and racial data
- annual staff training
- following civil rights requirements and providing annual civil rights training
- and Fiscal management records including invoices, receipts, etc.

Details and specifics regarding these requirements are provided in resources that can be found at the OSPI/ child nutrition web pages.

How do I start?

Contact a CACFP Specialist



State of Washington
OSPI
Office of
Superintendent of Public Instruction

[Languages](#) | [A - Z Index](#) | [Print View](#)

[Home](#) | [Certification](#) | [Offices & Programs](#) | [Teaching & Learning](#) | [Assessment](#) | [Finance & IGra](#)nts | [Research & Reports](#)

Child Nutrition

Programs

National School Lunch & Breakfast

Child & Adult Care Food Program

Summer Food Programs

Special Milk Program

Food Distribution

Fresh Fruit and Vegetable Program

Claims, Fiscal Information and Resources

Child Nutrition

Child and Adult Care Food Program

The Child and Adult Care Food Program (CACFP) provides federal funds to nonresidential child care and adult care facilities to serve nutritious meals and snacks. The goal is to improve and maintain the health and nutritional status of children and adults in care while promoting the development of good eating habits.

CACFP Eligible programs include:

- Nonresidential, licensed public or private, nonprofit child care centers or family day care homes.
- Head Start, Early Childhood Educational Assistance Program (ECEAP), outside-school-hours programs, emergency shelters, and at-risk centers meeting the CACFP requirements are also eligible.
- Certain adult care centers providing services to persons 60 years or older, or persons 18 years or older that are chronically-impaired or disabled, are also eligible.

Proprietary child care and adult care centers may participate if at least 25 percent of the participants in care are eligible for free or reduced-price meals.

Child and Adult Care Food Program

Program Supervisor
[Adele Roberts](#)

Administrative Support
[Lisa Daniels](#), (360) 725-6206

Program Specialists
[Celia Kennedy](#), (253) 583-8818
[Judy Larsen](#), (509) 575-2427
[Marie Tucker](#), (360) 725-6201
[Molly Gleason](#), (425) 917-7938
[Nicki Christoferson](#), (425) 771-6032
[Terri Adolfsen](#), (509) 789-3542

www.k12.wa.us/ChildNutrition/Programs/CACFP

If you think you may qualify – what's the next step?

Contact and OSPI Child Nutrition program specialist. Specialist contact information and regions served can be found on the OSPI web pages

Applying for CACFP

1. Application
2. Training
3. Pre-Approval Visit



To apply for the At-Risk Afterschool Meals and Snacks program, you will need to work with a CACFP Specialist to complete a series of steps.

These steps include completing an application, completing required training, and a CACFP specialist conducting a preapproval visit at your site.

Application

- Contact a CACFP Specialist
- Confirm program eligibility
- Confirm area eligibility of site locations
- Send inquiry in WINS

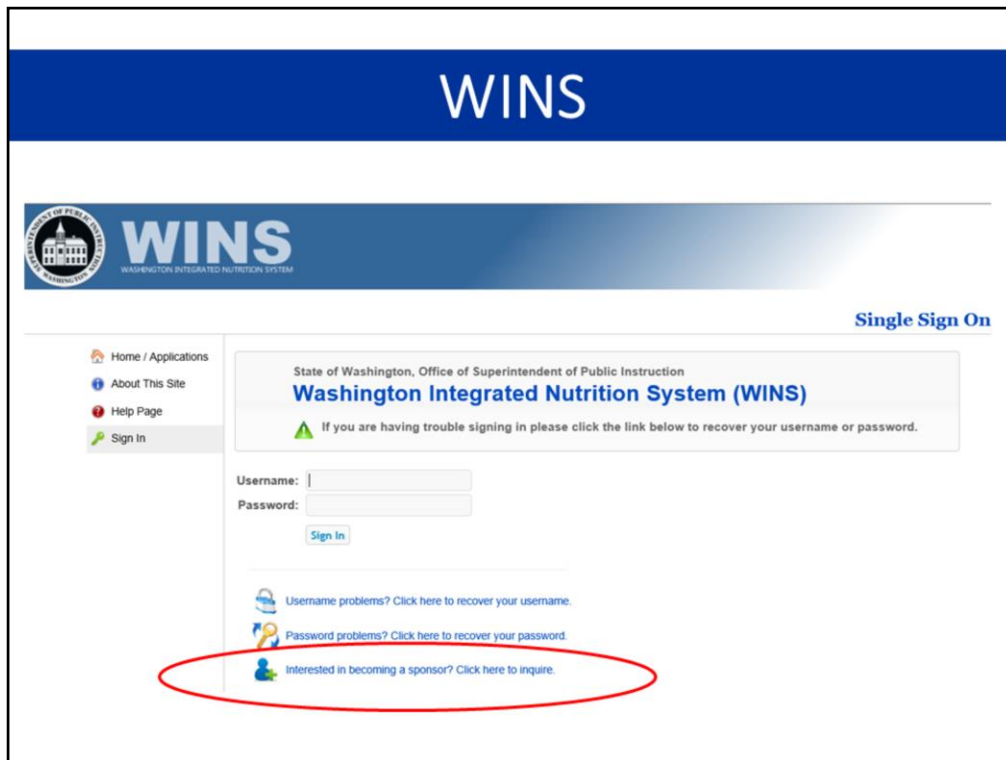


To apply for the CACFP At-Risk Afterschool Meals and Snacks program, contact the specialist who serves your area. You can also contact the OSPI Child Nutrition Services in Olympia for assistance.

The CACFP Specialist will verify that your organization and your sites meet the program and area eligibility requirements. If you meet the eligibility criteria, you may request an application to be sent to you.



WINS stands for Washington Integrated Nutrition System and is our online application and claiming system. To get to the WINS webpage, select WINS from the menu bar on the left on the CACFP webpage. On the WINS webpage, you will find the link to WINS as well as many job aids to help you navigate the WINS system. When you click on the link, it will take you to the WINS sign-in page. You will want to make this one of your “favorites” on your computer.



When you get to the WINS sign-in page, you will want to select “Interested in becoming a sponsor?”

WINS

Organization

Provide us with general information about your organization.

| | | |
|--|----------------------|---|
| Organization Name: | <input type="text"/> | * |
| Federal Employer Identification Number (FEIN): | <input type="text"/> | * |
| Organization Type: | <input type="text"/> | * |
| Entity Type: | <input type="text"/> | * |
| Legal Entity Type: | <input type="text"/> | * |
| Is your organization non-profit? | <input type="text"/> | * |
| Is your organization tax-exempt? | <input type="text"/> | * |
| Is your organization an RCCI? | <input type="text"/> | * |
| Is your organization a Residential Camp? | <input type="text"/> | * |
| Is your organization a Tribe? | <input type="text"/> | * |

WINS will collect some very basic information about your organization.

WINS

Nutrition Programs

Select which Nutrition programs your organization would like to sponsor from the options below. *

☐ National School Lunch Program (NSLP) [More info...](#)

☐ Summer Food Service Program (SFSP) [More info...](#)

☐ Special Milk [More info...](#)

☐ Child and Adult Care Food Program (CACFP) [More info...](#)

Then it will ask you to select the programs your organization would like to apply for. Initially, I would recommend only applying for one program. For example, you might plan to participate in the At-Risk program during the school year but you are also interested in participating in the Summer Food Service Program in the summer. I would suggest that due to the timing right now (it's August) that you apply for CACFP and then wait and apply for SFSP at the appropriate time next year.

You will receive a form by email that needs to be completed and sent back to OSPI and then you will get access to the WINS portion of the program application.

Application Packet

- Read instructions carefully
- Use “Child Care Center Application Checklist for New Institutions”
- Keep a copy of all documents
- Contact your program specialist once complete to review your packet



You will also receive a paper application packet in the mail. These are all one-time only forms that we need signed by someone with signature authority for your organization.

Please read through the application packet and follow the instructions carefully. Use the “Child Care Center Application Checklist for New Institutions” to guide you on what forms to complete in the application packet. It is recommended that you make a copy of your completed application.

Do not mail the application to OSPI. Wait for the program specialist to come do the preapproval visit.

Training

Tools and Resources for a Successful CACFP Program

- [At-Risk Afterschool Meals](#)
- [Bulletins and Updates](#)
- [Claims and Reimbursement Rates](#)
- [Culinary workshop: Cooking for a Healthy Future](#)
- [Family Day Care Home Providers/Sponsors](#)
- [Garden Workshop: Planting the Seeds for a Healthy Future](#)
- [Helpful Links](#)
- [Meal Patterns and Menu Planning](#)
- [Program Materials/Forms](#)
- [Required Training](#)
- [Smarter Mealtimes](#)
- [Study Month and Eligibility](#)
- [Training Modules and Materials](#)



Technical Assistance Workshops for New Institutions

New institutions must attend training on program requirements prior to approval of the application. Failure to attend a training workshop will result in the application not being approved in a timely manner. In addition, institutions who hire new staff during the fiscal year may want to send them to one of the program workshops. All workshops are scheduled from 9 a.m. to 4:00 p.m.

Please contact the specialist assigned to your county before registering.

To register for a TA Workshop, please use links provided below.

| Date | City | Specialist | |
|--------------------|-------------------|--|--|
| September 8, 2016 | Spokane Renton | Terri Adolfsen TBA | Register Register |
| September 22, 2016 | Olympia Yakima | Arianne McConchie Judy Larsen | Register Register |

Trainings are available throughout the state multiple times a year. The schedule and locations are on the CACFP webpage. Select “Required Training” and then scroll down until you see the Technical Assistance Workshops for New Institutions. The trainings are free and they last all day. If you are an at-risk program, you only need to attend in the afternoon. It is important to talk to a program specialist before registering so you are sure that you are going to qualify for at-risk and that you are attending the correct training.

Preapproval Visit

- ✓ Review the application
- ✓ Discuss program implementation
- ✓ Visit food preparation area



The last step in the application process is the preapproval visit. The program specialist will set an appointment with you to review the application, discuss program implementation and answer questions you may still have, and visit your food preparation area if you are preparing your own food.

If the application is complete, the program specialist will take it with her and get it submitted to the OSPI main Child Nutrition office. Once an application is complete, it must be approved within 30 days. It usually takes less than that.



Combining nutritious meals and snacks with child care and enrichment activities is great for our children....we hope you consider applying!