



# CACFP Administrative Handbook

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## CACFP Administrative Handbook

# 13. At-Risk Afterschool Meals

The At-Risk Afterschool Meals component of the CACFP offers Federal funding to Afterschool programs that serve a meal or snack to children in low-income areas. Additional information can be found in the USDA At-Risk Afterschool Meals Handbook found at <https://www.fns.usda.gov/cacfp/afterschool-programs>.

## Eligible Programs

To be eligible to qualify for reimbursement, an afterschool program must meet the following criteria:

- Be operated by public agencies, tax-exempt nonprofit organizations, for-profit organizations that meet the requirements of a for-profit sponsor (as outlined in chapter 12).
- Provide care in an after school setting which includes education or enrichment activities on a regularly scheduled basis.
- Be organized with regularly scheduled activities in a setting that is structured and supervised. The law does not restrict the kind of activities that programs can offer, except for athletic purposes. A supervised athletic activity may participate if it is “open to all” and does not limit membership for reasons other than space or security. However, organized athletic programs engaged in interscholastic or community level competitive sports only may not be approved as sponsors or sites.

## Eligible Sites

### Licensing

Eligible sites must comply with licensing requirements set forth by the Kansas Department of Health & Environment (KDHE), unless the site is an extraordinary education program operated by a school district. If the site is not required by KDHE to hold a child care license, the site must meet state and local health & safety standards. If the site is located on a military base or an Indian reservation, the license may be issued by the overseeing agency. Day care homes are not eligible for At-Risk Afterschool Meals.

### Area Eligibility

Eligible sites must be located in the attendance area of a public school (elementary, middle, or high school) where at least 50% of the students are eligible for free or reduced price meals under the National School Lunch Program. Current school data for each public school building can be found at [www.ksde.gov](http://www.ksde.gov), Data Central, Kansas K-12 Report: <https://datacentral.ksde.gov/>

Sponsors must provide a copy of the qualifying school’s boundary information with the center’s location marked within the school boundary to show that the site is located in an eligible area.

A site’s area eligibility determination made under CACFP is valid for 5 years.

## Operational Provisions

**Children** - Reimbursement may be claimed for children who are age 18 or under at the start of the school year. If a child's 19th birthday occurs during the school year, reimbursement can be claimed for snacks and meals served to that child for the remainder of that school year. There is no age limit for persons with disabilities.

**Claiming** – Eligible programs may claim reimbursement for up to one snack and one meal, per child, per day. School age children who only attended an At-Risk Afterschool meal or snack do not count in the Income Eligibility Categories numbers for the center.

- Exception: On a school day out if a school age child attends the center and At-Risk Afterschool Meal activities; a breakfast could be claimed by the center and a meal and a snack claimed in At-Risk Afterschool Meals for a total of 2 meals and 1 snack.

**Claiming Days** – Eligible programs may claim from the first day of the school year to the last day of the school year. The school year is based on the beginning and ending dates of the qualifying school. Weekends or holidays, including vacation periods (spring break, etc.) may be claimed during the regular school year only. At-Risk snacks and meals may not be claimed during summer vacation. If the qualifying school operates on a year-round basis, snacks and meals may be claimed on any day of the year.

**Eligible Meals** – Eligible programs provide care for children after their school day has ended. Snacks and meals may not be claimed that are served before or during the child's school day. Snacks and meals may be claimed on weekends or holidays, including vacation periods, during the regular school year.

**Meal Pattern** – Snacks and meals must meet the CACFP meal pattern in the amounts appropriate for each age served. Portions for children ages 13 through 18 will be no less than the portions required for children ages 6 through 12. Larger portions are recommended for older children. Refer to *Chapter 4, Meal Guidelines* for meal pattern requirements. School sponsors can use the National School Lunch Program and School Breakfast Program Meal Patterns per 7 CFR 226.20(i).

**Reimbursement Rate** – All snacks and meals served under At-Risk, which meet the CACFP meal pattern and CACFP meal requirements, are reimbursed at the free rate.

**Record Keeping** – The sponsor must keep, at a minimum, the following records for three CACFP Years plus the current year:

- Daily meal counts taken at the time the snack or meal is served. If meal counts are not recorded by each child's name, the meal count method used must be supported by accurate daily attendance records. The sponsor will document the policy to ensure accurate meal counts are recorded and the form used will be sent to the CACFP consultant for approval. The meal count policy should include a process to compare attendance to the meal counts each day. At-Risk meal count records should be kept separate from traditional CACFP meal counts.
- Documentation of daily attendance (general attendance, sign-in/sign-out records, or combination attendance and meal count record).
- Menus and meal documentation, including quantities of foods prepared and portion sizes, to document compliance with meal pattern requirements.
- Documentation of CACFP food service fund.

**Share Table** - Sponsors of CACFP At-Risk Afterschool Meals, Outside School Hours Programs and Drop-in licensed school age programs may use a “share table” option. Share tables may be used for unopened packaged food items that participants do not consume. See <https://cnw.ksde.gov>, School Nutrition Programs, *Food Service Facts*, Chapter 5 for detailed information about share tables.