

At-Risk After-School Snack/Supper Program Fact Sheet

Institution's Eligibility and Program Requirements

- Programs are for the care and supervision of children after the school day is over during the regular school year.
- Sites must be located in an area served by a school in which at least 50 percent of the enrolled children are approved eligible for free or reduced-price meals in the National School Lunch Program.
- Programs may be operated by a public, private non-profit, or private for-profit organization.
- Sites not licensed with the Department of Children and Family Services (DCFS) must provide a copy of a letter from DCFS stating the site is exempt from licensing standards. License exempt sites must provide copies of health and fire inspections as part of application.
- The after-school program must be more than a food program for children. Programs must be:
 - ✓ Organized to provide all children with regularly scheduled and planned educational or enrichment activities in a structured and supervised setting.
 - ✓ It must not restrict or exclude children on the basis of particular skills or interests. Extracurricular programs organized primarily for scholastic, cultural, or athletic purposes, (e.g., honor society, school athletic teams) exclude children based on skills or interests and are not established for the care of children. Thus, these programs do not qualify to participate in the Child and Adult Care Food Program (CACFP).
 - ✓ Programs that include supervised athletic activity along with education or enrichment may participate. For example, a site has an after-school program available to **all** children and this same school also has an honor society meeting and basketball team practicing after school. Even though these two groups restrict participation, they could participate in the At-Risk After-School Snack/Supper Program because the school has a program open to **all** children.
- The snack and/or supper must meet CACFP meal pattern requirements by offering all the required food items in the appropriate portion sizes. Children from age 6 through 18 years of age should receive the portion stipulated for children 6 through 12, however, larger portions can be served to all students.
- Programs cannot charge children for the snack/supper.
- The program does not require enrollment of students. Household Eligibility Applications are not required.

Age Group Served

- School-age children are eligible to participate through age 18 (or 19 if the student's nineteenth birthday occurs during the school year).

Time of Operation

- The At-Risk After-School Snack/Supper Program can operate during the regular school year, but not during the summer when school is not in session. In areas where schools operate on a year-round basis, the after-school program may receive reimbursement for snacks and/or suppers all year for *on track* children.

Reimbursement

- The snack and supper are reimbursed at the free (highest) rate of reimbursement.
- The snack/supper served to children must be eaten while in attendance at the site. Snacks/suppers cannot be sent home with the student and claimed for reimbursement.

- The student must receive all the food items for a complete reimbursable snack/supper.
- This program can reimburse one snack and one supper served to each child daily after their school day has ended.
 - √ A snack/supper may also be reimbursed if served at any time of the day on weekends or holidays, including vacation periods, during the regular school year.
 - √ Programs operating only on weekends during the school year are also allowed to claim a snack/supper.

Records to Maintain for Three Years Plus the Current Fiscal Year

- The application and other documents of approval to participate in At Risk, After-School Snack/Supper Program, including copies of a DCFS license or a DCFS letter of exemption and fire and health inspections.
- Documentation from the school district (a letter or documentation of telephone conversations) that the site is located in an attendance area served by a school in which at least 50 percent of the enrolled children are approved eligible for free or reduced-price meals.
- Documentation of individual children's attendance on a daily basis and a meal-count system providing total snack counts and supper counts for children on a daily basis.
- The number of snacks/suppers served to adults assisting with the At-Risk, After-School Snack/Supper Program must be kept daily. The adult snacks/suppers cannot be claimed for reimbursement.
- Daily menus listing the food items served for each snack and supper.
- Expenses associated with the At-Risk, After-School Snack/Supper Program must be maintained. The food service must operate at a nonprofit status. This does not mean the institution has to operate the food service program at a loss or break-even status; however, any excess funds must be used to purchase equipment or supplies for the children's food service operation.
- Institutions operating after-school programs must conduct annual CACFP training for staff working with the At-Risk, After-School Snack/Supper Program. A record of each training session must be maintained and include the date, location, agenda topics, and a list of participants who attended the training.
- Sponsoring organizations with more than one site are required to establish a monitoring process to effectively manage their programs.
 - √ The sponsor must review each prospective new site prior to starting the program.
 - √ Each site must be monitored three times per year. At least two of the required reviews must be unannounced and at least one of the unannounced reviews must include a meal observation. Reviews must be conducted no more than six months apart, and a new site must be reviewed within the first four weeks of starting CACFP.
 - √ Monitoring reports and corrective action taken must be kept on file.
- Documentation of civil rights compliance according to CACFP regulations.

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