

Child and Adult Care Food Program

At-Risk After-School Programs Fact Sheet

The Purpose of the Child and Adult Care Food Program

The United States Department of Agriculture (USDA,) via the Illinois State Board of Education (ISBE), provides reimbursement through the Child and Adult Care Food Program (CACFP) for nonresidential childcare institutions to plan, purchase, prepare and serve nutritious meals to eligible children.

At-Risk After-School Program Eligibility Requirements

- An At-Risk After-School Program may participate in CACFP either as an **independent institution** or under the sponsorship of a **sponsoring organization**.
- At-Risk After-School Programs may be operated by one of the following types of institutions:
 - **Public Entity**—a municipal, county, state, or federal government agency
 - **Nonprofit Institution**—a Federally tax-exempt institution, per section 501(c)(3) of the Internal Revenue Code, as determined by the US Department of Treasury, Internal Revenue Service
 - **For-profit Child Care Institution**—a childcare institution that does not qualify for tax-exempt status under the Internal Revenue Code. The institution must operate a child care center that receives subsidized childcare payments for at least 25 percent of its license capacity or enrollment (whichever is less), or at least 25 percent of its license capacity or enrollment (whichever is less) must be eligible for free or reduced-price meals. Children who only participate in the At-Risk After-School meals program must not be considered in determining the 25 percent calculation.
 - **Traditional Child Care Centers**—the At-Risk After-School component is geared toward non-traditional childcare centers, such as drop-in afterschool programs but traditional childcare 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 traditional and At-Risk After-School programs 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.
- After-school programs operated by a public-school district, in a public-school building, are automatically exempt when children are three years of age and older.
- Health and Safety Requirements
 - A fire inspection within the last 12 months is required
 - A public health inspection within the last 12 months is required
 - Sites located in a public school that already participate in the NSLP are exempt from providing copies of their fire and health inspections.
- The building in which the At-Risk After-School Program is housed must be physically located in a low-income area. A low-income “area eligible” site is defined as located in the attendance area of a public school (elementary, middle, or high school) in which at least 50 percent of the enrolled students are approved for free or reduced-price meals in the National School Lunch Program.

- **Area eligibility** data is available on the ISBE website at <https://www.isbe.net/Pages/Seamless-Summer-Option-Meal-Eligibility.aspx>.
- To determine which public school your program needs to reference in the data file, you must call the school district that serves your physical address. Ask the employee to list the names and addresses of the schools a child would attend if he/she lived at the address of your At-Risk After-School Program. You need the name and address of one elementary school, one middle school and/or one high school. Use form ISBE 63-82, located on the ISBE website at https://www.isbe.net/Documents/63-82_verification_at-risk.pdf.
- The At-Risk After-School Program must be organized to **provide care for school-age children**. Eligible programs may provide care after school, on weekends, on school holidays and/or during school vacation periods, during the regular school year, such as winter and spring breaks. The At-Risk After-School Program may not claim meals or snacks during summer break, unless the public school used for area eligibility operates on a year-round calendar.
- The At-Risk After-School Program must provide regularly scheduled **educational and/or enrichment activities** in an organized, structured, and supervised environment.
 - Organized athletic programs that only participate in interscholastic or community level competitive sports may not participate. Examples of athletic programs that cannot participate include competitive youth baseball leagues, community soccer and football leagues and area swim teams. Students who are part of school sports teams and clubs can receive afterschool snacks or meals as part of a broad, overarching educational or enrichment program, but the program cannot be limited to a sports team.
 - An after-school program that includes supervised athletic activity as one of its educational/enrichment activities could be eligible to participate. For example, an after-school program that uses sports and recreational activities to provide constructive opportunities for community youth could be eligible to participate. 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.
 - At-Risk After-School programs that are designed to meet the special needs of enrolled children or that have other limiting factors may be eligible to participate. Examples include a program targeting children with learning disabilities or a program targeting academically low-performing students.
 - Note: There is no requirement that all children receiving meals participate in the offered activities.
- Daily attendance rosters, sign-in sheets, or, with state agency approval, other methods that result in accurate recording of daily attendance.

Eligible Age Range

- Age 18 or under at the start of the school year; disabled persons of any age.
(NOTE: Federal law does not stipulate a minimum age. Meals and snacks served to children who are enrolled in preschool, Head Start, Even start and who are participating in the afterschool meals component are eligible for reimbursement. If a child turns 19 during the school year, the child may continue to participate the rest of the school year. Disabled participants must be disabled, as defined by the State, and enrolled in an institution serving a majority of persons 18 years of age and younger.)
- Although the program is available to all ages of children, there is no requirement that each facility must serve the full age range of eligible children.

Eligible Operational Time

- In conjunction with the public-school calendar of the school used to meet area eligibility (NOTE: At-Risk After-School Programs using a public school that operates on a year-round calendar, as its area eligible school, may receive reimbursement year-round. Programs using a public school that operates on a traditional school calendar (August-June), may not receive reimbursement during summer break.)

Meal Pattern Requirements

- Meals and snacks served to children must meet the requirements set forth in the **CACFP Meal Pattern for Children**. The chart specifies the required food components and portion sizes.
- All required components must be served to the child for the meal or snack to be reimbursable.
- At-Risk After-School Programs that operate on school days must serve the meal and/or snack to children after their school day ends.
- At-Risk After-School Programs that operate on weekends, holidays and/or during school vacation periods may serve the meal and/or snack at any time during the day.
- All food consumed by children under the supervision and care of a licensed childcare facility must be prepared and provided by the licensed childcare facility or a licensed caterer, for which the licensed child care facility has a dated food service contract with, for catering services.

Recordkeeping Requirements

- Annual CACFP Application in WINS
- Verification Documentation for At-Risk After-School Meals Program (ISBE 63-82)
- Accurate daily meal count records.
 - The total number of At-Risk After-School snacks and/or meals served to eligible children can be based on daily attendance rosters or sign-in sheets.
 - The institution is not required to take a point-of-service count in addition to daily attendance, as long as the daily attendance results in accurate meal counts.
 - If daily attendance rosters or sign-in sheets do not result in accurate meal counts, the facility should take meal counts in addition to attendance.
- Number of snacks and/or meals prepared or delivered for each meal service
- Dated menus listing the food items served for each meal and snack
- Receipts and invoices
- Bank statements, cancelled checks and cost allocation plans, as applicable
- Record of annual civil rights training
- Record of annual CACFP training
- Medical Exception Statements, as applicable
- Food vendor contracts, as applicable

Reimbursement

- At-Risk After-School Programs can be **reimbursed for up to one meal and one snack, per child per day**.
- The amount of reimbursement an institution is eligible for depends on the number of meals served to children.
- **All children are reimbursed at the free rate.**
- At-Risk After-School Programs **may not profit from CACFP**. Institutions must operate a nonprofit food service program, which means that all reimbursement received for food service

is restricted and used only for allowable food program costs. Any reimbursement in excess of food program expenses must be used to maintain, expand, or improve the institution's nonprofit food service program.

- At-Risk After-School Programs may not charge children for the meal or snack.
- Meals and snacks may not be sent home with the child. Meals and snacks must be consumed while the child is at the facility.

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