

Child and Adult Care Food Program At-Risk After-School Snack/Supper Program Checklist of Institution's Responsibilities

This list of responsibilities must be followed when participating in the Child and Adult Care Food Program (CACFP) At-Risk After-School Snack/Supper Program.

Site Eligibility Determination

_____ The after-school program must be located in an area served by a school in which at least 50 percent of the enrolled students are approved eligible for free or reduced-priced meals.

_____ The after-school program must provide students with regularly scheduled educational or enrichment activities in an organized, structured, and supervised environment.

- By *regularly scheduled*, we do not mean the after-school program must operate Monday through Friday. The program can also operate on weekends and holidays including vacation periods, such as spring break, during the regular school year only.
- Under no circumstances may organized athletic programs competing in a league be approved to participate. However, after-school programs including a supervised athletic activity along with educational and enrichment activities may participate provided the sites meet the other eligibility criteria. The key would be that the after-school athletic activity is *open to all* and does not limit membership based on athletic abilities.
- After-school program that are *not open to all* because of limited space, security considerations, and licensing requirements are eligible to participate.
- After-school programs designed to accommodate specific groups of children with learning disabilities (reading, math, and etc.) or those who are academically gifted, are eligible to participate.
- The after-school program cannot be just a food program, educational and/or enrichment activities must be offered daily.
- The At-Risk After-School Snack/Supper Program cannot receive reimbursement during summer vacation. However, when the school (used to meet the area eligibility) is recognized by the state as a year-round school, the At-Risk After-School Snack/Supper Program may receive reimbursement for snacks and suppers all year when the after-school program continues for the students. If an organization wishes to operate a program during the summer when school is not in session, apply for reimbursement through the Summer Food Service Program.

_____ After-school programs not licensed by the Illinois Department of Children and Family Services (DCFS) must have documentation from DCFS that the program is license exempt. Unlicensed programs must complete the DCFS License Exemption Process and submit ALL documentation to DCFS so they can certify licensing is not required. Part of this process also requires the building to have fire and health inspections completed within the past 12 months and all citations corrected; this is to ensure the building is safe and the facility is allowed to offer food. If a facility has no fire or health inspection or the inspections were conducted over a year ago, the institution must contact their local fire/health department to request a new inspection. If the local fire department is not able to conduct the inspection, contact the city building inspector. If these two contacts do not result in an inspection, contact the state fire marshal as the last option to request an inspection.

There must be one full-time supervisory person with a current food service sanitation certificate for sites with self-preparation. Check with your local health department for other sanitation requirements. Your local health department or community college may be contacted to determine when a food service sanitation course is offered.

- Public schools operating after-school programs in public school buildings must meet health/life/safety requirements and are exempt from submitting copies of fire and health inspections to this office. They are also not required to complete the DCFS License Exemption Process.
- After-school programs established ONLY for students 13 years and older do not have to complete the DCFS License Exemption Process, however, fire and health inspection reports are required every year and copies of the reports must show all citations were corrected.

_____ The after-school program must have a means of determining the number of students present every day, such as a roster or sign-in sheet.

_____ For-profit child care centers with after-school students may be eligible to participate. Call to find out.

Student Eligibility Determination

_____ School-age students are eligible to be claimed up through 18 years of age. If the student's 19th birthday occurs during the school year, reimbursement can be claimed the remainder of the school year.

Menus

_____ Sample menus are available on our website at www.isbe.net/nutrition; click on *Child and Adult Care Food Program*, then on *Form, Documents, and Resources*.

_____ Menu forms (ISBE Forms 65-11A, 67-04A, and 67-04C) are available to help plan menus.

_____ Written menus identifying the foods actually served to the students must be on file for each snack and supper.

_____ Menus must meet meal pattern requirements.

_____ Facilities receiving their meals from schools may use the school's National School Lunch Program-approved menu planning option.

_____ Facilities receiving meals from a vendor must follow procurement procedures and must ensure the meals delivered by the vendor meet CACFP meal pattern requirements.

_____ Menus should contain a variety of foods.

_____ Menus should be appropriate for the age of the students.

_____ The use of cycle menus can reduce the amount of time needed in planning meals.

_____ Standardized recipes help ensure the same quality product is produced each time it is offered on the menu.

_____ Facilities are required to make substitutions or modifications for children with life threatening disabilities. A request for a substitution must be supported by a signed medical doctor's statement.

- Use *Medical Exception Statement for Food Substitutions* (ISBE Form 67-44).
- This statement must identify the disability and list the alternate food needed to meet the child's dietary needs.
- Meals with substitutions may be claimed for reimbursement when they meet the doctor's request.

_____ If a facility wishes to accommodate special diets for religious or personal beliefs, such as vegetarian, the facility may do so but is not required. Since these types of requests are not for medical reasons, the menus MUST meet meal pattern requirements including the meat/meat alternate and milk requirements. The meal may NOT be claimed for reimbursement unless it meets meal pattern requirements.

Meal Service

_____ There are several different methods to use when serving the snack/supper to students.

- *Pre-Plated*—Adults serve the required meal components and portion sizes to each student. Each student must take all required food items for a reimbursable meal.
- *Family-Style*—Serving bowls contain enough food to allow full portions for each student at the table. Students pass around the serving bowls and serve themselves the amount of food they want. Students not taking the full portion of a food item need to be offered the food again during the meal service.
- *Modified Family-Style*—Students pass some of the food items and serve themselves the amount of food they want, according to family-style service requirements. The other food items are served by adults and the required portion size is given to each student.
- *Buffet-Style*—Students go through a serving line and select pre-portioned food items. Each student must take all the required food items for a reimbursable meal.
- *Cafeteria-Style*—Students go through a line where an adult serves the required meal components and portion sizes. Each student must take all the required food items for a reimbursable meal.

_____ School-sponsored programs may implement Offer versus Serve when each of the following four required conditions is met:

- 1) The institution is a school food authority (SFA) that serves meals prepared in schools participating in the National School Lunch Program (NSLP).
- 2) The SFA offers suppers in the CACFP At-Risk After-School Snack/Supper Program. Offer versus Serve cannot be used for the snack.
- 3) A NSLP menu planning approach must be used for CACFP suppers. The CACFP meal pattern cannot be used when implementing Offer versus Serve.
- 4) The school-age children participating in the CACFP must already use offer Versus Serve at the school for breakfast or lunch.

YOU MUST CONTACT THE ILLINOIS STATE BOARD OF EDUCATION BEFORE IMPLEMENTING OFFER VERSUS SERVE.

_____ Students 13 to 18 years of age must receive at least the portions established for 6 to 12 year olds. Larger portions can always be provided.

_____ All food items must be served as a complete meal or snack. No food item can be held back to be served later or denied to a student.

_____ The snack and supper are served to students after their school day has ended.

- Snacks/suppers may be reimbursed if served at any time of the day on weekends or holidays, including vacation periods, during the regular school year.
- If both the snack and supper are offered, it does not matter which one is served first—the supper could be served right after school with the snack served before the students leave for the day.

_____ The snack and supper served to children must be eaten while in attendance at the site. Snacks and suppers cannot be sent home with the student and claimed for reimbursement.

_____ It is recommended there be at least two hours between the beginning of one meal service and the beginning of the next meal service.

Meal Count Procedure

_____ The *At-Risk After-School Snack/Supper Program Daily Meal Count Form* (ISBE Form 69-14) or similar record keeping tool should be used to record daily meal counts.

_____ Daily meal counts must be taken at the meal service when it can be determined a reimbursable snack or supper was served to each student.

_____ The daily meal count system must provide an accurate number of total snacks and suppers served to students each day.

- Only one snack and supper per student per day can be claimed for reimbursement.

- The institution cannot charge the facility or students for the snack and/or supper served.

____ Daily records must be kept to document attendance. Compare the number of snacks/suppers served to the number of students in attendance. Daily snack and supper counts must not exceed the number of students in attendance. The number of snacks and suppers can be less than the number attending when students choose not to participate in the meal services.

____ Counts must be kept for meals served to program and non-program adults; however, these meals **cannot** be claimed for reimbursement.

- Program adults include people who help plan, prepare, serve, or clean up meals. Meals served to program adults are considered allowable expenses to the program.
- Non-program adults are people with no responsibility to the food program such as guests and visitors. The expense of the meals served to non-program adults is not an allowable cost to the program. The expense of the non-program adult's meal may be charged to the organization or the adult must pay the average cost of the meal.

Claim for Reimbursement

____ The institution may claim snack/supper starting with the date of approval.

____ Reimbursement may be claimed only for approved meal services and sites.

____ Only one snack and one supper per student per day can be claimed for reimbursement.

____ Reimbursement may be claimed only when both meal counts and attendance records are maintained daily.

____ Daily meal count records are totaled at the end of each month for each facility and submitted on the correct monthly site claim. The daily meal count records must be maintained to support the number of meals claimed.

____ Reimbursement may be claimed only during the regular school year. Reimbursement cannot be claimed during the summer months when school is not in session. When the site's eligibility is based on a year-round school, reimbursement may be claimed year-round for the students.

____ All snacks and suppers are reimbursed at the free rate.

____ ISBE processes Claims for Reimbursement every Tuesday (a holiday may create an exception). ISBE's Funding and Disbursements Division must receive the consolidated Sponsor Claim for Reimbursement prior to the processing date to be included in the batch sent to the Illinois Comptroller's office for payment.

____ Claims for Reimbursement must be submitted within 60 days of the end of the month being claimed in order to receive reimbursement.

____ If an error is detected on a previously submitted Claim for Reimbursement, a revised Claim for Reimbursement may be submitted.

- Amended Claims for Reimbursement must be made for the month in which the error was made.
- Upward adjustments to a Claim for Reimbursement must be received within 90 days of the end of the claim month. A downward adjustment can be made anytime during the fiscal year.

____ The rates of reimbursement are updated every July 1. You can check our website, www.isbe.net/nutrition, for the current rates. Facilities offering suppers will also receive cash-in-lieu of commodities for each supper served.

Revenue and Expenses

____ Accurate financial records must be maintained to show the non-profit status of the food service during the fiscal year, October 1–September 30.

- *Monthly Profit (or Loss) Summary* (ISBE Form 67-93) or a similar document must be completed.
- The *Annual Financial Report (AFR) Data Collection Spreadsheet* is an Excel file used to help gather monthly data from the *Monthly Profit (or Loss) Summary* for the AFR.

- The *Annual Financial Report* must be submitted by December 15 each year.

_____ All revenue, including reimbursements and cash-in-lieu of commodities, must be listed on bank statements.

_____ Only allowable expenses incurred by the food service operation can be paid for with CACFP reimbursement.

_____ If an accounting system has not been established specifically to record food service expenses, the *Cash Disbursements Form* (ISBE Form 67-24) is an easy way to keep track of expenditures.

_____ Dated, itemized receipts must be maintained for all goods and services purchased for the food service. These receipts must reflect the food items listed on the menus. Items on the receipts must be separated into groups and totaled—food, vended meals, allowable nonfood supplies, and unallowable items. Unallowable items cannot be paid for with CACFP funds.

_____ Food service operating costs include food service labor, vended meals, food costs, allowable nonfood supplies, and food service equipment.

_____ Indirect costs such as overhead costs for the kitchen and food storage space, garbage, and depreciation are allowable expenses for the food service operation.

_____ Labor costs are divided into two categories: food service labor and administrative labor. Each staff member's time should be documented on a *Personnel Activity Report*.

- The cost of the labor includes salaries and fringe benefits such as FICA, health or life insurance, and worker's compensation.
- Food service labor costs include people involved with the preparation, serving, and clean up of the food.
- Administrative labor costs are associated with staff who supervises the food service operation and office staff who maintains CACFP records.

_____ Other administrative costs include accounting or computer services and bookkeeping supplies. For institutions with more than one site, include monitoring expenses and mileage driven between sites.

_____ When offering suppers, complete the *Monthly Milk Purchase Estimate* (ISBE Form 68-50) to ensure enough milk was purchased based on the number of suppers claimed for the month. (Schools participating in the CACFP are not required to separate the cartons of milk for the National School Lunch Program from the CACFP meals; therefore, the *Monthly Milk Purchase Estimate* is not required.)

_____ A food inventory is required annually.

CACFP Training

_____ Training must be conducted for key staff. Key staff includes the owner of private for-profit child care center, director, cook, and person with record keeping responsibilities.

_____ Mandatory training on CACFP requirements must be conducted for key staff from every facility **prior to beginning CACFP operations**.

_____ Mandatory training on CACFP requirements must be conducted for key staff from every facility **annually**.

_____ Training must be documented and include the date, location, agenda, and a list of participants.

- Record all training on the *Documentation of Training* form (ISBE Form 67-25) and have participants sign the attendance section.
- Training may be presented to staff as group training, or individually for each person specific to their job responsibilities.

_____ Training must cover CACFP procedures and address problems identified during Administrative Reviews (or sponsor reviews for sponsoring organizations only).

____ Training must be conducted in the month indicated on the Sponsor Application. If there is a change in the month the training will be conducted, the institution must amend their web-based application on Child Nutrition ACES (Application and Claim Entry System).

Civil Rights

____ Follow Civil Rights requirements at http://www.isbe.net/nutrition/htmls/civil_rights.htm.

____ The institution must allow equal access to its facilities and the Child and Adult Care Food Program regardless of race, color, national origin, sex, age, or disability.

____ The institution must ensure all meals are served to all students equally regardless of race, color, national origin, sex, age, or disability.

____ The public notification system must include three elements:

- Inform applicants, participants, potentially eligible persons, and grassroots organizations on how they can participate in the CACFP.
- Include the nondiscrimination statement: *In accordance with Federal Law and United States Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.*
- Include procedures for filing a complaint: *To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free 866/632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at 800/877-8339; or 800/845-6136 (Spanish). USDA is an equal opportunity provider and employer.*

____ Methods to inform applicants, participants, potentially eligible persons, and grassroots organizations about the CACFP and civil rights requirements include:

- Prominently display the USDA *And Justice for All* poster, such as on a bulletin board.
- Display the *Building for the Future* brochure.
- Provide Program Announcement annually to local newspaper. In fiscal year 2007, ISBE released a statewide Program Announcement to fulfill this requirement and continues this process each year for institutions that participated in the CACFP the previous year. All new institutions are required to submit the public announcement to their newspaper themselves prior to being approved in the CACFP.
- Post the nondiscrimination statement and complaint procedure on all materials produced for public information, public education, public distribution, and web-based information.

____ The institution must collect and maintain the estimated number of potential eligible students by ethnic/racial categories for the area served for each of the At-Risk After-School Snack/Supper Programs. To help meet this requirement, ISBE provides this information every year with your CACFP approval letter. The ethnic/racial categories are provided for the county or counties where you are located.

____ The institution must collect and maintain ethnicity and racial data regarding the students participating in the At-Risk After-School Snack/Supper Program. This can be documented through visual observation. This data is not collected based on the student's name. Select a day to record the data. The *Ethnic and Racial Data Collection Document* can be used to record each student's ethnicity and race. 1) Ethnic data is collected first. Are the children Hispanic/Latino or not Hispanic/Latino? Only mark one. 2) Racial data is separated into five categories, American Indian or Alaska Native; Asian; Black or African American; Native Hawaiian or other Pacific Islander; and white. One or more racial categories may be selected for a student.

____ All records used to operate the CACFP must be maintained for three years plus the current year and safeguards should be made to ensure the data is kept confidential.

____ **Annual** civil rights training is required for people involved in all levels of the CACFP. Annual training will help staff understand the above mentioned civil rights requirements. Persons who must receive civil rights training are *frontline staff* who interact with program participants, including monitors, and those who supervise *frontline staff*.

Multi-Site Sponsoring Organization ONLY (Also Called Sponsor)

- _____ All procedures and policies as indicated on the Management Plan must be followed.
- _____ All new facilities must be reviewed and staff trained by the sponsor prior to operation. Use the *Preapproval Visit Form for Sponsors* (ISBE Form 67-60).
- _____ Sponsors are required to conduct monitoring at each site on a regular basis. These reviews must be documented on the *At-Risk Monitor Form for Sponsors* (ISBE Form 67-77).
 - At least three reviews must be conducted each year. These reviews should not be conducted by the site director or someone involved with the day-to-day operation at the facility.
 - At least two of the three monitoring reviews must be unannounced each year and at least one of the unannounced reviews must include observation of a meal service.
 - A five-day reconciliation of meal counts must be completed during each of the three required reviews.
 - When a sponsor adds a new site to the CACFP, the site must be reviewed in the first four weeks of operating the Program.
 - No more than six months can elapse between reviews.
 - Provide each facility written notification of the rights of the sponsor, the Illinois State Board of Education, the USDA, and other State and Federal officials to make announced or unannounced reviews of their operations during the center's normal hours of operation. Facilities must be notified that anyone making such reviews must show photo identification that demonstrates they are employees of one of these agencies.
- _____ *Edit Checks 1 and 2* (ISBE Form 65-09) must be completed monthly prior to submitting a Claim for Reimbursement. Edit Check 1 verifies each facility was approved to serve the types of meals claimed. Edit Check 2 verifies that meals are never claimed over the allowed maximum.

Other Information

- _____ All institutions must accept final administrative and financial responsibility for their operation of the CACFP.
- _____ The institution cannot contract out for the administration of the CACFP under any circumstances; this includes monitoring, corrective action, preparation of application documents, and Claim for Reimbursement submissions. However, institutions may contract out for specific management tasks, such as bookkeeping, data processing, and the service of a nutritionist.
- _____ ISBE staff will conduct reviews of the CACFP. You will be notified in advance by letter and also called to schedule a date for the review. Administrative Reviews are conducted, at a minimum, once every three years. Unannounced reviews are conducted when ISBE has reason to believe there are problems with the administration of the CACFP. If serious deficiencies are noted, a Follow-Up Review will be conducted. Audits may be conducted at any time.

Resources

- _____ Illinois State Board of Education (ISBE) Staff is available to answer questions.
- _____ CACFP forms are available at www.isbe.net/nutrition under *Child and Adult Care Food Program*.
- _____ *Mealtime Minutes* newsletter is published quarterly—January, April, July, and October. Read carefully to keep informed of all program changes and requirements.
- _____ USDA *At-Risk Afterschool Meals-A CACFP Handbook* is available at http://www.fns.usda.gov/cnd/care/Publications/pdf/At-Risk_Afterschool_Handbook.pdf
- _____ *Meal Chart for Children* ages 1 through 12 and the grain and bread requirements.
- _____ The *Food Buying Guide* will help ensure enough food is purchased to prepare the meal for the number served.

Record Keeping

All Records Must Be Maintained for Three Years Plus the Current Fiscal Year

Monthly Documents to Maintain

- ☐ Daily attendance records by site
- ☐ Daily meal count records by site
- ☐ Consolidation of daily meal counts by site at the end of the month
- ☐ Daily menus served for all approved meal services
- ☐ Medical exception statements for students requiring changes in the regular meals
- ☐ Monthly CACFP Reimbursement Claims Analysis (available on Child Nutrition ACES)
- ☐ Cash disbursements ledger
- ☐ Personnel Activity Report for both administrative and food service staff
- ☐ Itemized receipts for food, milk, and other allowable expenses
- ☐ Documentation of vended meals (if applicable)
- ☐ Mileage records for food service-related travel
- ☐ Monthly Milk Purchase Estimate (suppers only)
- ☐ Monthly Profit (or Loss) Summary
- ☐ Adult meal count records for program and non-program adults (These meals cannot be claimed for reimbursement.)
- ☐ Edit Check 1 and 2 (for sponsoring organizations only)

Annual Documents to Maintain

- ☐ CACFP approval letter
- ☐ Sponsor and Site Applications
- ☐ Administrative Budget (if applicable)
- ☐ Management Plan (for sponsoring organizations only)
- ☐ CACFP Permanent Agreement
- ☐ Program Announcement (for new institutions ONLY, ISBE publishes a state-wide program announcement each October on behalf of all renewing institutions)
- ☐ Annual Financial Report collection worksheet
- ☐ Annual Financial Report (AFR)—filing deadline December 15 every year
- ☐ A-133 Single Audit Certification form
- ☐ A-133 Audit (if applicable)
- ☐ Documentation of mandatory CACFP staff training
- ☐ Documentation of mandatory facility training (sponsoring organizations only)
- ☐ Monitoring reviews (for sponsoring organizations only)
- ☐ Pre-Approval Visit forms (for any new site added during the year)
- ☐ Food vendor contracts (if applicable)
- ☐ Annual food inventory (recommended to be done in September or October)
- ☐ Documentation of mandatory civil rights staff training
- ☐ Civil rights documentation of estimated number of potential eligible beneficiaries by ethnic/racial categories for the county(s) served by each of your At-Risk After-School Snack/Supper Programs (This is part of the approval letter.)
- ☐ Civil rights documentation on ethnicity and race data for the students participating in the At-Risk After-School Snack/Supper Program