

Child and Adult Care Food Program

Outside School Hours 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.

Outside School Hours Program Eligibility Requirements

- An Outside School Hours Program may participate in CACFP either as an **independent institution** or under the sponsorship of a **sponsoring organization**
- Outside School Hours 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 receive 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.
- An Outside School Hours Program must be **licensed, or license exempt** as determined by the Department of Children and Family Services (DCFS).
 - Facilities operated by a public-school district, in a public-school building, are automatically exempt when children are three years of age and older.
- The Outside School Hours Program must **provide care for school-age children** outside the regular school hours. Eligible programs may provide care before school, after school, on school holidays and/or during school vacation periods, including summer break. Weekend only programs may not participate.
- The Outside School Hours Program must be **regularly scheduled and organized** for the purpose of providing services to children. It must be distinct from any extracurricular programs organized primarily for scholastic, cultural or athletic purposes.

Eligible Age Range

- 3 through 12 years of age; children of migrant workers through age 15; disabled persons of any age
(NOTE: 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.)

Eligible Operational Time

- Year-round

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.

- If the Outside School Hours Program is operated by a school participating in the National School Lunch Program (NSLP), the same menu planning approach used for NSLP may also be used for CACFP.
- Outside School Hours Programs are eligible to serve the **meal types** of breakfast, snack, and supper on school days. On days when school is not in session, the program may serve lunch.

Recordkeeping Requirements

- Annual CACFP Application
- CACFP Annual Enrollment Forms for all participating children (NOTE: Licensed Outside School Hours Programs must have Enrollment Forms for all participating children. License-exempt programs do not need Enrollment Forms.)
- Household Eligibility Applications for all free and reduced-price eligible children (NOTE: If the Outside School Hours Program is operated by a public-school district that participates in the National School Lunch Program (NSLP), the CACFP children may use the same Household Eligibility Applications as NSLP.)
- Attendance records
- Dated menus listing the food items served for each meal and snack
- Accurate meal count records
- Receipts and invoices
- Bank statements, cancelled checks and cost allocation plans, as applicable
- Record of annual civil rights training and Record of annual CACFP training
- Medical Exception Statements, as applicable
- Food vendor contracts, as applicable

Reimbursement

- Outside School Hours Programs can be **reimbursed for up to three meal services per child per day**. The combination of allowable meal services includes two meals (breakfast, lunch, supper) and one snack or one meal and two snacks. Remember, lunch is only allowable on days when school is not in session.
- The amount of reimbursement an institution is eligible for depends on the number of meals served to children and each child's household income eligibility.
- Outside School Hours 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.
- 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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