

At-risk Afterschool Centers

At-risk afterschool care centers may participate in CACFP with SDE either as an independent center or as a childcare facility under the auspices of a sponsoring organization of centers. This section covers specific provisions to operate as an At-risk Afterschool Center. All At-risk afterschool centers must also comply with their Institution type provisions. Please refer to either the Independent Center or Sponsoring Organization of Centers sections of this manual, depending on your Institution type for additional requirements that apply to At-risk afterschool centers.

DEFINITION OF AN AT-RISK AFTERSCHOOL CARE CENTER

A public or private nonprofit organization that is participating or is eligible to participate in the CACFP as an Institution or as a sponsored facility and that provides nonresidential childcare to children after school through an approved afterschool care program located in an eligible area. However, an emergency shelter, as defined in this section, may participate as an At-risk afterschool care center without regard to location.

This manual section provides guidance on:

1. Eligible Institutions
2. Eligibility Requirements for Children
3. Application Requirements
4. Area Eligibility
5. Meal Service Requirements
6. Record Maintenance Requirements
7. Monitoring Requirements
8. Training Requirements

Eligible Institutions

Institutions eligible to receive reimbursement for At-risk afterschool snacks and At-risk afterschool meals must meet the criteria below:

1. Institutions must meet the definition of an At-risk afterschool care center in 7 CFR 226.2 and defined earlier in this section. An Institution may participate in CACFP either as an independent center or as a childcare facility under the auspices of a sponsoring organization. Public and private nonprofit centers may not participate under the auspices of a for-profit sponsoring organization;
2. Institutions must operate an eligible afterschool care program:

3. Institutions must meet the licensing/approval requirements in 7 CFR 226.6(d) (1);
4. Except for for-profit centers, At-risk afterschool care centers must be public, or have tax-exempt status under the Internal Revenue Code of 1986 or be currently participating in another Federal program requiring nonprofit status; and
5. Institutions eligible to be reimbursed for At-risk afterschool meals must be located in one of the eligible States designated by law or selected by the USDA as directed by law. Idaho is an eligible State.

LIMITATIONS

To be reimbursed for At-risk afterschool snacks and/or At-risk afterschool meals, all Institutions must:

1. Serve At-risk afterschool snacks and/or At-risk afterschool meals to children who are participating in an approved afterschool care program; and
2. Not exceed the authorized capacity of the At-risk afterschool care center.

In any calendar month, a for-profit center must be eligible to participate in CACFP as described in the definition of For-profit center in 7 CFR 226.2 and in the Acronyms and Definition section of this manual. However, children who only receive At-risk afterschool snacks and/or At-risk afterschool meals must not be considered in determining this eligibility.

ELIGIBLE AT-RISK AFTERSCHOOL CARE PROGRAMS

To be eligible for reimbursement, an afterschool care program must:

1. Be organized primarily to provide care for children after school or on weekends, holidays, or school vacations during the regular school year (an At-risk afterschool care center may not claim snacks or meals during summer vacation, unless it is located in the attendance area of a school operating on a year-round calendar);
2. Have organized, regularly scheduled activities (i.e., in a structured and supervised environment);
3. Include education or enrichment activities; and
4. Except for emergency shelters as defined in 7 CFR 226.2, be located in an eligible area, as described below under Area Eligibility.

EDUCATION AND ENRICHMENT ACTIVITIES

The afterschool care program must provide education or enrichment activities in an organized, structured, and supervised environment. The program must be open to all and may not limit participation for reasons other than space, licensing, or security considerations. Although there are no specific requirements for the types of educational and enrichment activities that a program can offer, examples include, but are not limited to, arts

and crafts, homework assistance, life skills, remedial education, organized fitness activities, etc. Note: there is no requirement that all children receiving meals participate in the offered activities.

Academic clubs, such as math club or foreign language club, are not eligible for this program. In addition, organized athletic programs engaged in interscholastic or community level competitive sports (for example, youth sports leagues, community soccer and football leagues, area swim teams) are not eligible. 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. Programs which include supervised athletic activities together with educational or enrichment activities may be eligible.

SUMMER PROGRAMS

At-risk afterschool programs that wish to continue operation over the summer months when school is not in session may be eligible to receive reimbursement for meals and snacks through the Summer Food Service Program (SFSP). Both organizations and communities benefit when meals are offered to children in low-income communities year-round by participating in both At-risk Afterschool Meals and SFSP. Organizations benefit from having the ability to hire year-round staff, a continuous flow of reimbursements providing additional financial stability, and recognition in the community as a stable source of services. Communities benefit by having a partner that provides year-round nutrition services for children and brings increased Federal funds into the local economy. Please contact SDE for more information about SFSP.

Eligibility Requirements for Children

At-risk afterschool snacks and/or At-risk afterschool meals are reimbursable only if served to children who are participating in an approved afterschool care program and who either are age 18 or under at the start of the school year or meet the definition of Persons with disabilities in 7 CFR 226.2 or in the Acronyms and Definitions section of this manual.

Federal law has no minimum age for At-risk participants. Meals and snacks served to children who are enrolled in preschool, Head Start, Even Start, etc., and who are participating in an eligible afterschool program are eligible for reimbursement.

EXAMPLE: Serving lunch to children after half-day kindergarten or a half-day Head Start Program is allowable through the At-risk afterschool meals component of CACFP because their school day has ended. However, before approving an Institution or organization to operate such a program, States should ensure that the same children who are receiving lunch in the At-risk afterschool program are not being served lunch in school as well.

Although the At-risk afterschool program is available to children of all ages, there is no requirement that each afterschool care program must serve the full age range of eligible children. For example, a program could operate at a high school and serve only high school age students [CACFP 08-2012, At-risk Afterschool Meals Component of the CACFP, Questions and Answers, February 17, 2012].

Application Requirements

An official of the Institution must complete an application packet in MyIdahoCNP and submit it for approval to SDE for any afterschool care program that it wants to operate as an At-risk afterschool care center.

At a minimum, an Institution must submit:

1. Sufficient information in their MyIdahoCNP application packet that the Institution and center(s) meets the eligibility criteria;
2. A description of how the afterschool care program(s) meets the eligibility criteria for offering education and enrichment activities. For a childcare center that operates a preschool program, the center must provide supporting documentation of the school day for the preschool children, time the preschool starts and ends each day at the center. Examples of documentation may be posting on the childcare website or parent handbook;
3. In the case of a sponsoring organization, a site application for all afterschool care centers;
4. Documentation that permits the SDE to confirm that all applicant afterschool care centers are located in an eligible area. Acceptable documentation is a letter from the eligible school on school letterhead stating that the site is within the school attendance boundary or a school boundary map, showing the site is within school boundaries; and
5. Other information required as a condition of eligibility in the CACFP must be submitted in MyIdahoCNP application packet in accordance with 7 CFR 226.6(b) (1);
 - a) For sponsoring organizations of centers, SDE must determine the eligibility of the afterschool care program for each sponsored afterschool care center based on the information submitted by the sponsoring organization in the site applications and in accordance with 7 CFR 226.6(b)(1) and 226.15(g). and the requirements in this section;
 - b) For independent centers, SDE must determine the eligibility and area eligibility of the afterschool care programs of independent afterschool care centers based on the information submitted by the independent center in the site application and in accordance with 7 CFR 226.6(b)(1) and 226.6(f)(1) and the requirements in this section;
 - c) For At-risk afterschool sites in schools that participate in NSLP, SDE may conduct a pre-approval visit before approving the school district's application packet in MyIdahoCNP;
 - d) For At-risk afterschool sites in schools that participate in NSLP there is no

requirement to complete and submit a budget for the application process.

Please see the Application Process and Annual Updates section of this manual for more information on the application process and required documents.

LICENSING REQUIREMENTS

In accordance with 7 CFR 226.6(d)(1), if Federal, State, or local licensing is not otherwise required, At-risk afterschool care centers must meet State or local health and safety standards. Meeting these standards will remain a precondition for any afterschool center's eligibility for CACFP nutrition benefits. Centers that are exempt from state licensing must submit a copy of their most current Health Department inspection and Fire Department safety inspection to SDE in the application packet. To be current the inspections must occur annually in Idaho. Each inspection must be attached in the Institutions application packet in MyIdahoCNP on the site checklist.

In cases where Federal, State, or local licensing is required, At-risk afterschool care centers that are complying with applicable procedures to renew licensing or approval may participate in CACFP during the renewal process, unless SDE has information that indicates the renewal will be denied.

PROGRAM AGREEMENT

The SDE must enter into a permanent agreement with an Institution approved to operate one or more At-risk afterschool care centers 7 CFR 226.6(b)(4). The agreement includes the At-risk program and the Institution application packet and site application(s) with SDE that describes the afterschool care program(s) and includes a list of the approved center(s). The agreement must be maintained by both SDE and the independent center for the entire time the center operates in CACFP under the SDE and for three years thereafter. For the full definition of the program agreement and required information in the agreement, please refer to the Acronyms and Definitions section of this manual.

APPLICATION RENEWAL OR ANNUAL UPDATES

To continue participating in CACFP, independent At-risk afterschool care centers or sponsoring organizations of At-risk afterschool care centers must update their application packets annually, as described in 7 CFR 226.6(b)(3) and (f)(2).

Sponsoring organizations of At-risk afterschool care centers must maintain the current school year attendance area information that it has obtained or verified with the appropriate

school officials. The SDE will review the site address and school boundary maps during the program reviews. This information will permit SDE to validate what the sponsor submitted in the site applications for their sponsored centers supports the centers are located in eligible areas. Center area eligibility approval is effective for five years.

In accordance with 7 CFR 226.6(f)(1)(ix)(B), SDE must determine the area eligibility of each independent At-risk afterschool care center that is reapplying to participate in CACFP.

CHANGES TO PARTICIPATING CENTERS

Independent At-risk afterschool care centers or sponsors of At-risk afterschool care centers must advise SDE of any substantive changes to the afterschool care program. The Institution may update the site applications any time in the program year to provide the changes. Sponsoring organizations that want to add new At-risk afterschool care centers must provide SDE with the information sufficient to demonstrate that the new centers meet the requirements of this section.

Area Eligibility

Except for emergency shelters, an At-risk afterschool care center is in an eligible area if it is located in the attendance area of an elementary, middle, or high school in which at least 50 percent of the enrolled children are certified eligible for free or reduced-price school meals. Area eligibility determinations must be based on the total number of children approved for free and reduced-price school meals for the preceding March. Visit the Idaho Child Nutrition Programs website resource center - Lunch Eligibility Reports, to view the most current list of “Lunch eligibility data by district” at <https://www.sde.idaho.gov/cnp/resource-center.html>. In situations where data from a more recent month in the school year is available and would establish area eligibility for an otherwise ineligible location, school data from that month may be used to establish area eligibility.

Area eligibility determinations are valid for five years. SDE will determine the date in the fifth year, in the site application, in which the next five-year cycle of area eligibility will begin. The SDE will not routinely require redetermination of area eligibility based on updated school data during the five-year period. However, a sponsoring organization, SDE, or FNS may change the determination of area eligibility if information becomes available indicating that an At-risk afterschool care center is no longer area eligible.

Note: Census data may not be used to determine area eligibility in the At-risk afterschool meals component of CACFP. Sites also may not collect participant income information to establish eligibility. If an afterschool program is not area eligible, it may qualify to participate in CACFP as an Outside-School-Hour Care Center (OSHCC). Please see the Outside-School-Hour Center section of this manual for more information on this program.

BUSING

If an At-risk afterschool care program is located in an area that has mandated busing of students, site eligibility based on school data may be determined using one of two methods. Eligibility may be based on the enrollment data obtained for the:

1. School the children attend and are bused to, or
2. School the children would have attended were it not for the school's busing policy (the neighborhood school where the children live)

A site may be determined area eligible in situations as described above only if the School Food Authority (SFA) can document the percentage of children eligible for free and reduced-price meals at each school before and after students are reassigned. The same method of determining site eligibility must be used for all sites participating under that program

sponsor to avoid duplicate counting [CACFP 02-2011, Effects of Busing on Area Eligibility in Child and Adult Care Food Program, December 6, 2010].

Meal Service Requirements

At-risk afterschool snacks and meals must meet the meal pattern requirements in 7 CFR 226.20. See the Meal Pattern Requirement section of this manual for more information on the snack and meal requirements.

MEAL SERVICE DAYS AND TIMES

When school is in session, the snack and meal must be served *after* the child's school day. For AM Kindergarten children only, a lunch or supper meal service may be served since it is after their school day. With SDE approval, the snack and meal (breakfast, lunch, or supper) may be served at any time on weekends and vacations during the regular school year. Afterschool snacks and meals may not be claimed during summer vacation, unless an At-risk afterschool care center is located in the attendance area of a school operating on a year-round calendar.

Idaho has established meal service time requirements as recommended by USDA since there are no Federal requirements regarding the timing of meal service. The service of an At-risk afterschool meal or snack must occur during the operation of the afterschool care program [7 CFR 226.20(k)].

Example: If school is released at 3:00 pm, the At-risk afterschool center begins their program at 3:15 pm. The center may begin serving supper or snacks to the participants at 3:15 pm. Supper may be served before snack service. Snack service may be served near the end of the program's day.

Please refer to the Meal Service Requirements manual section for information on meal service time requirements.

OFFER VERSUS SERVE (OVS)

At-risk afterschool meals prepared in or by School Food Authorities (SFA) may choose to use the NSLP and SBP meal pattern requirements or the CACFP meal patterns [7 CFR 226.20(o)].

Additionally, Institutions that serve meals prepared by school food authorities that participate in NSLP and SBP – whether they are located in the school or in another location - have the option of using OVS in their At-risk centers for meals. OVS is not allowed at snack under any of the Child Nutrition Programs.

Example: Fun and Games Child Care operates an afterschool program at Park Center Middle School. Meals for children participating in the Fun and Games afterschool program are prepared and served in the Park Center Middle School cafeteria. Fun and Games Child Care may use OVS when providing afterschool meals, however, must provide the entire snack to all children.

Offer versus serve (OVS) is an approach to menu planning and meal service which allows participants to decline some of the food offered in a reimbursable breakfast, lunch, or supper. Children who are offered food choices are more likely to eat the foods they enjoy rather than throw the food away. SFA's electing to use OVS must implement it in accordance with the menu approach used by the school providing the meals. SFAs following the NSLP or SBP meal patterns and choosing to use OVS must follow the NSLP or SBP OVS requirements. For more information about OVS requirements in School meals, please see policy memo SP41-2015.

SFA's following the CACFP meal patterns and choosing to use OVS, must follow the CACFP OVS requirements outlined in policy memo CACFP 05-2017 and in the Meal Service Requirements section of this manual.

TAKING FOOD COMPONENTS OFFSITE

Similar to all Child Nutrition Programs, meals served in the CACFP are intended to be consumed in settings where organized groups of eligible children and adults are gathered to eat. This means that meals must be consumed on-site in order for the meal to be reimbursable. From time to time, CACFP operators may want to serve meals offsite, such as during a field trip. This is allowable, provided that the CACFP institution provides notice to SDE prior to the event. Failure to meet this "congregate feeding" requirement will result in the disallowance of meals and may lead to a determination of serious deficiency in the CACFP.

However, the Food and Nutrition Service (FNS) recognizes that some children, for a variety of reasons, may want to save some food items to eat at a later time. For this reason, and due to the similar nature of the CACFP's At-risk afterschool component with the SFSP and NLSP, CACFP At-risk afterschool Institutions may now allow children to take one vegetable, fruit, or grain item offsite to eat at a later time. The food item a child takes offsite must be from the child's own meal or snack or left on a shared table by another child who did not want it. Please see SP 41-2016, CACFP 13-2016, SFSP 15-2016 "The Use of Share Tables in Child Nutrition Programs" (<https://www.fns.usda.gov/use-share-tables-child-nutrition-programs>) for more information about share tables.

CACFP At-risk afterschool Institutions do not need SDE approval prior to implementing this flexibility. However, CACFP At-risk afterschool Institutions must ensure that allowing food items to be taken offsite is in compliance with local and State health and safety codes. In addition, At-risk afterschool Institutions must have the capacity to monitor the site when food items are being taken offsite to prevent any food safety or integrity issues from arising. If SDE determines during a review that there is not adequate oversight, and therefore, an increased risk of food safety and integrity issues, then SDE may prohibit the individual At-risk afterschool Institution from using this flexibility.

FOOD SERVICE VENDOR CONTRACT

An At-risk afterschool care center may utilize existing school food service facilities or obtain meals from a school food service facility. The At-risk afterschool care center must have a written food service vendor contract between the At-risk afterschool care center and the school. The center shall maintain responsibility for all CACFP requirements. For more information on food service vendor contracts please see the Food Service Contract section of this manual.

REIMBURSEMENT RATES

At-risk afterschool snacks are reimbursed at the free rate for snacks. At-risk after-school meals are reimbursed at the respective free rates for breakfast, lunch, or supper. All At-risk afterschool snacks and At-risk afterschool meals served must be provided at no charge to participating children.

LIMIT ON DAILY REIMBURSEMENTS

Only one At-risk afterschool snack and one At-risk afterschool meal per child per day may be claimed for reimbursement. An At-risk afterschool care center that provides care to a child under another component of CACFP during the same day may not claim reimbursement for more than two meals and one snack, or one meal and two snacks, per child per day, including the At-risk afterschool snack and the At-risk afterschool meal. All meals and snacks must be claimed in accordance with the CACFP requirements. For more information on claim requirements please see the Claiming System and Required Records section of this manual.

Record Maintenance Requirements

In addition to the other records required to be maintained by Institutions (Independent Centers or Sponsoring Organizations of Centers), At-risk afterschool care centers must maintain:

1. Daily time-in and out attendance records, or with SDE approval, other methods which result in accurate recording of daily attendance. The attendance records may be a present/absent roster of all children participating in CACFP if there is a specific start and end time for the activities all children participate in daily, and the children on the roster were in attendance the entire time. If children arrive late or leave early there must be attendance records reporting daily time in and out for each child;
2. The number of At-risk afterschool snacks or meals prepared or delivered for each service. This must be recorded on the daily dated menu records;
3. The number of At-risk afterschool snacks or meals served to participating children for each service. This must be recorded on the daily dated menu records and on daily, time of service, meal count records. For centers that only participate in the At-risk afterschool program, meal count records may be recorded by using the SDE At-risk meal count form in MyIdahoCNP under download forms;
4. Separate attendance, meal counts, and enrollment records must be maintained for the At-risk afterschool program participants in the traditional childcare program. Institutions must not include those participants who participate exclusively in the At-risk afterschool program in their monthly enrollment eligibility roster. However, participants participating in both traditional childcare and the At-risk afterschool program would be included on the monthly Enrollment Eligibility Roster;
5. Daily dated menu records for each At-risk afterschool snack and/or meal service;
6. The total number of At-risk snacks and/or meals reported in the monthly claim must be reported from the daily meal count records. Daily meal count records must be supported by the daily attendance records. The Institutions must perform required claim edit checks and ensure that the total number of meals claimed is equal to or less than the number of children recorded in attendance.

Monitoring Requirements

The SDE must monitor independent centers in accordance with 7 CFR 226.6(m). Sponsoring organizations of At-risk afterschool care centers must monitor their centers in accordance with 7 CFR 226.16(d)(4) and the monitoring procedures located in the Sponsoring Organization of Centers section of this manual.

Institutions that operate SFSP and CACFP At-risk meals are not required to monitor their sites following the SFSP requirements and then monitor those same sites again following the CACFP requirements during the school year. Instead, such sponsors may follow the CACFP monitoring schedule year-round. If sponsors choose to follow the CACFP monitoring schedule year-round, one of the three annual reviews must occur during the summer, review for SFSP requirements, include the review of a meal service, and be unannounced. Two reviews must occur during the school year, review for CACFP requirements, at least one must include the review of a meal service, and at least one must be unannounced [CACFP 12-2013, Transitioning from the Summer Food Service Program to Child and Adult Care Food Program At-risk Afterschool Meals, May 31, 2013].

Training Requirements

Each At-risk afterschool care center must require key operational staff, as defined by SDE, to attend CACFP and Civil Rights training prior to the center's participation in CACFP, and at least annually thereafter, on content areas established by SDE. More information on training requirements is provided under the Institutions Type (Independent Center or Sponsoring Organization of Centers) sections of this manual.

Questions and Answers

FOR AT-RISK AFTERSCHOOL CENTERS IN SCHOOLS, DOES EACH SITE NEED BOTH SIGN IN AND SIGN OUT SIGNATURES ON ATTENDANCE RECORDS?

Each At-risk afterschool center must maintain daily time-in and out attendance records or, with SDE approval, other methods which result in accurate recording of daily attendance. The attendance records may be a present/absent roster of all children participating in CACFP if there is a specific start and end time for the activities all children participate in daily, and the children on the roster were in attendance the entire time. If children arrive late or leave early there must be attendance records reporting daily time in and out for each child. Signatures are not required on the attendance records.

If a center chooses to use a present/absent roster for attendance, the roster must include the center name, full date (month, day, year), start and end time of the program, each participant's full name and a notation whether they were present or absent.