

Child and Adult Care Food Program

Area Eligible Afterschool Snack and Supper Program Manual



Child Nutrition Programs
(802) 828-5153

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What is CACFP?

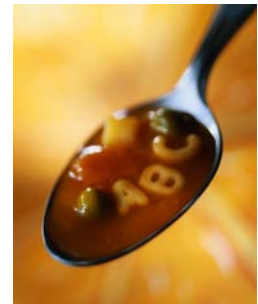
CACFP is the Child and Adult Care Food Program, an important nutrition assistance program funded by the U.S. Department of Agriculture (USDA) for young children and adults receiving day care. CACFP snacks give a nutritional boost to children and teenagers in afterschool care programs. Today, CACFP also provides suppers in afterschool care programs in Vermont.

When school is out and parents are still at work, children need a safe place to be with their friends, with structured activities, and supportive adults. Afterschool care programs that serve meals draw children and teenagers into constructive activities that are safe, fun, and filled with opportunities for learning. The meals give them the nutrition they need to learn, play, and grow.

Eligibility Requirements: Who is Eligible to Participate?

To participate in the Area Eligible Snack and Supper Provision of the Child and Adult Care Food Program (CACFP) programs must meet the following criteria:

- The after school program must be located in a geographic area where at least 50% of the children enrolled in the school serving the area are eligible for free or reduced price school meals.
- The after school program must provide an organized, structured, supervised environment which includes educational or enrichment activities. Programs offering supervised athletic activities along with education or enrichment activities may also be eligible; however, the athletic activities must be open to all and may not limit membership for reasons other than space, security or licensing requirements.
- The program must operate in an afterschool setting.
- The program must be operated by a public or private non-profit organization. In some instances, for-profit organizations may also be eligible to participate in the program.
- The program must be licensed, or must provide certification that the facility meets minimum health and safety standards, or the program must be in a school.
- Reimbursement may only be made for school age children through age 18. If a child who attends school reaches his or her 19th birthday after the start of the school year, the child will remain eligible for snack and supper reimbursement through the remaining school year. Reimbursement may also be claimed for individuals who are mentally or physically disabled, regardless of age.



Reimbursement Requirements:



In order to claim reimbursement for snack and suppers served in the afterschool setting through the Area Eligible Snack and Supper Provision of CACFP, the following guidelines apply:

- Meals and snacks are served free of charge to the participants and reimbursed at the free rate of reimbursement.
- Reimbursement may only be made for snacks and/or suppers served to children after the school day has ended. Before school snacks or snacks served during the course of the school day, i.e., as part of a kindergarten or preschool program, are not eligible for reimbursement under the program.
- Snacks and suppers served must meet meal pattern requirements.
- If both snack and supper are served in the afterschool program, a total of two hours must elapse between the end of one meal and the start of the other meal. The program must operate more than three hours per day to serve both meals.
- Snacks and/or suppers served on weekends, holidays, and other vacation periods during the regular school year are eligible for reimbursement.
- Programs which operate on weekends may request from the state agency to be approved to serve a snack served at anytime and one meal.
- The afterschool snack and supper program is only available during the months that school is in session. Summer programs do not qualify for reimbursement under this program.
- Institutions that are new to CACFP must complete a New Manager's Training prior to approval of the application. For training dates and locations, e-mail cheryl.barrows@state.vt.us.

Reimbursement Rates:

The following reimbursement rate for snacks and suppers served to participating children are effective through June 30, 2010:

Snack	\$0.74
Supper	\$2.68
Cash in Lieu of Commodities	\$0.195

Only one snack and one supper per student may be claimed for reimbursement. Reimbursement may only be claimed during the regular school year. It cannot be claimed during the summer months when school is not in session.

A monthly Claim for Reimbursement must be submitted to the Vermont Department of Education. Claims are requested to be submitted by the 15th of the month to receive timely payment; however the claim must be submitted within 60 calendar days from the last day of the claim month. Cash in lieu of commodities is also paid at a per meal rate for each supper served. All documentation used for compiling and substantiating the claim must be kept for a period of four years after the end of the fiscal year to which they pertain.

Content of Meals: What Should I Serve?

Area-eligible programs whose normal operating hours are 2 hours or less will be approved for the snack meal. Area-eligible programs whose normal operating hours are 2½ or more may be approved for the supper meal service. Programs open for more than 3 hours may be approved for both the snack and supper meal when at least 2 hours can elapse between the end of one meal and the start of the second.

The snacks and suppers served must meet the CACFP meal pattern requirements as listed on page seven. It is recommended that programs offer the larger portions for older children (aged 13 through 18) based on their greater food energy requirements.

- Incorporate a good variety of food items, including fresh fruits and vegetables in menus each week.
- Use fresh, frozen and canned fruits and vegetables and serve them at every meal.
- Juice should be limited to one serving per day. The American Academy of Pediatrics recommends that fruit juice be limited to 4-6 oz. for children 1-6 years-olds and 8-12 oz. per day for 7-18 year-olds. Excessive juice consumption may be associated with over and under nutrition, and may lead to tooth decay. Whole fruits and vegetables offer more nutrients than juice.
- Include whole grains at least once per day
- Limit sweet grains to no more than two times per week.
- Programs are required to make substitutions for children with life threatening disabilities. A request for substitution must be supported by a signed medical doctor's statement.
- The guidelines outlined in the menu planning document, [Building Blocks for Fun and Healthy Meals](#) can help you plan a nutritious menu for the children in your program.



Meal Service

There are several different methods that can be used to serve 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 need to be offered the food again.
- *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.



Students 13 to 18 years of age must receive at least the portions established for the 6–12 year olds. Larger portions may be provided to meet their higher energy need requirements.

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.

Child and Adult Care Food Program Meal Pattern for Area Eligible Snack & Supper		
	Age 6 through 12	Age 13 through 18 ¹
Snack (Select 2 components)		
Milk, fluid Meat or Meat alternate Juice, fruit or vegetable² Grains/Breads	 1 cup 1 ounce ¾ cup 1 slice/serving	 1 cup 1 ounce ¾ cup 1 slice/serving
Supper		
Milk, fluid Meat or Meat alternate Meat, poultry or fish, cooked (lean meat without bone) Cheese Egg Cooked dry beans/peas Peanut butter or other nut or seed butters ³ Yogurt, plain or flavored, unsweetened or sweetened Vegetable and/or fruit (2 or more) Grains/Breads: whole grain, bran, germ or enriched	 1 cup 2 ounces 2 ounces 1 ½ cup 4 tablespoons 8 oz. or 1 cup ¾ cup total 1 slice/serving	 1 cup 2 ounces 2 ounces 1 ½ cup 4 tablespoons 8 oz. or 1 cup 1 cup total 2 slices/servings



¹Children ages 13 and up may be served larger portions based on the greater food needs of older boys and girls but shall be served not less than the minimum quantities specified for children age 6 through 12.

² Juice may not be served if milk is the only other component of snack.

³ Must serve an additional meat/meat alternative with peanut butter at supper.

Area Eligible Afterschool Snack & Supper Sample Menu

	Monday	Tuesday	Wednesday	Thursday	Friday
Snack	Orange Wedges W. Wheat Crackers Water	Banana Bread Apples Milk	Grapes Crackers & Cheese Water	Peanut Butter & Jelly Sandwich Milk	Pretzels Cheese Stick Water
Supper	Beef & Bean Taco w/lettuce, tomatoes & cheese Mexican Rice Fresh Fruit Salad Milk	Spaghetti & Meatballs Garlic Bread Spinach Salad Peach Slices Milk	Grilled Cheese Sandwich Minestrone Soup Apple Crisp Veggie Sticks w/ranch Milk	Baked Chicken Mashed Potatoes Green Beans Oatmeal rolls Milk	Italian Pizza w/cheese & toppings Crisp Green Salad Fruit Choices Milk

Record Keeping Requirements: What Do I Have To Do?

Our goal is to keep any recordkeeping burden to the minimum necessary to ensure that Child and Adult Care Food Program (CACFP) reimbursement is properly paid. New participants must attend a New Managers Training and undergo a pre-approval visit before participation in the CACFP.

At a minimum, CACFP programs must have on file meal counts, meal records of food items served at snack and supper and food program expense information. Other recordkeeping requirements are met by licensing or other program criteria.

Each after school program will be monitored by the state agency; the monitoring may be announced or unannounced. During the monitoring visit, at least one meal service will be observed. All required records must be available to the state agency representative within one hour of arrival.

The following records must be on file and available:

- Current childcare license
- Daily attendance records
- Daily dated meal count records
- Dated meal records and menus that meet the component and minimum serving size requirements
- Documentation of non-profit food service which includes invoices and receipts for food costs, labor costs and operating costs
- Documentation of yearly training to staff
- A copy of the application or annual renewal
- A copy of the "And Justice for All" poster, posted in a prominent place to comply with 1964 Civil Rights Act.
- The "Building for the Future" parent notification poster posted in a prominent place.



Sample forms can be found in the appendix of this manual.

Documenting Non-Profit Food Service

Programs must have documentation to verify that all of the CACFP reimbursement is being used solely for conducting or improving the food service operation. The CACFP Expenditure Report to document program costs may be used. Non-profit food service verification includes:

1. Save all food and nonfood receipts or invoices.

Only those foods used for the CACFP can be charged to the food service. Food items purchased strictly for adults, personal use or for other programs cannot be counted toward the CACFP food service costs.

Nonfood costs can be charged to the food service if the nonfood product is necessary to the food service. Examples of allowable nonfood charges include paper napkins, straws, plastic utensils, cleaning supplies for the kitchen, etc.

2. Determine the amount of labor time spent on the food service. Labor costs must be supported with documentation. For each position listed, indicate:
 - a) The salary per hour
 - b) The number of hours spent on the food service
 - c) The total cost is chargeable to the food program

Claim for Reimbursement Instructions

The claim for reimbursement must be submitted to the state agency for payment. It is recommended that claims be submitted by the 15th of the following month: claims submitted after 60 days will not be eligible for reimbursement. See the appendix for sample claims and instructions.

Documenting Staff Training

All center staff must be trained at least annually with regard to CACFP requirements. The training must include information on the CACFP meal pattern, reimbursement process, accurate meal counts, claim submission and recordkeeping requirements. Update staff on any changes that occur during the year. Documentation of training must include:



1. topics
2. session dates
3. number in attendance
4. location
5. names of participants (attach a sign-in sheet or roster)
6. name of presenter

The training documentation form located in the appendix may be used to document the annual CACFP training you conduct.

Appendix

Program: _____

Date: _____

CACFP Form #100-ASP
CACFP Area Eligible Snack/Supper Meal Record

VT Department of Education
 Child Nutrition Programs
 Child & Adult Care Food Program

Area Eligible Supper Menu	Number of Children Served	Meat/Meat Alternate	Fruit/Vegetable Component (2 items required)	Grains, Breads and/or Alternates	Milk	Area Eligible Snack (2 components must be served)	Number of Children Served



Meal Planner



Week Of: _____

Meal Pattern Minimum Amounts	Monday	Tuesday	Wednesday	Thursday	Friday
Snack					
Choose from 2 Components					
Supper					
Bread or Grain "Meat" Vegetable Fruit or Veggie Milk					

Claim for Reimbursement Instructions for Area Eligible Afterschool Snacks:

Instructions	<ol style="list-style-type: none"> 1. Click on CLAIMS on the CACFP Main Menu to display the Claims Menu. 2. Click on CCC CLAIM ENTRY (Child Care) to display the Claim Year Summary. 3. Click on the CLAIM MONTH you wish to submit a claim for. The Claim Month Summary Page will display. 4. Click on the ADD ORIGINAL CLAIM option. The Claim Month Summary Detail page will display. 5. Click on the ADD CLAIM option for a center. The CCC Claim Form will display as appropriate. A sponsor of more than one site or center will include a list of the sites with an Add Claim option for each site. Meal counts and cost information must be reported by site.
Enrollment	<ol style="list-style-type: none"> 6. Enter the total number of participants enrolled in the center in the Enrollment Total box. Enter the same number in the Free box. Disregard the Reduced Price and Over Income boxes.
Child Care Center Claim	<ol style="list-style-type: none"> 7. Days of Operations – enter the number of days that the program operated. 8. Average Daily Attendance – enter the average daily attendance for the program. To calculate this number, total the daily attendance for each day of operation. Divide this number by the days of operation. If this number is a fraction, round up to the next whole number. 9. Title XX/SRS – If the program is a for-profit program, enter the number of children whose care is subsidized by childcare services.
Total Meals Served	<ol style="list-style-type: none"> 10. Enter the number of snacks served for the claim month in the Area Eligible Afterschool Care Snack field.
CACFP Expenditures	<ol style="list-style-type: none"> 11. Enter the total Program expenditures for the site’s Food expenses, Supplies costs, Program Labor Costs, Administrative Costs and Other Costs. The Total Costs will be calculated when the Claim is saved.
Certification	<ol style="list-style-type: none"> 12. The Certification box must be checked in order for the claim to be valid. After completing the form and checking the Save button, the system will check for errors.
Save	<ol style="list-style-type: none"> 13. If the claim contains no errors, the system will calculate the total reimbursement amount earned by the site and display a confirmation that the claim was saved. If the claim contains input errors, the claim form will re-display with an Input Error section at the top listing the errors. Input errors must be corrected before the claim can be saved. If the claim contains business rule errors the claim will be saved and the errors will be listed in red on the Save Confirmation page. ‘Inactive’ business rule errors must be corrected before the claim can be submitted for processing. Return to the site claim to correct any ‘Inactive’ errors then click on the SAVE button to save the changes.

Finish	<p>14. Click on the FINISH button on the Save Confirmation page to continue. The Claim Month Summary Details Page will display. If the claim was saved with no errors, the claim will be given a status 'Not Submitted' and the Reimbursement Amount Earned by the Center will display.</p>
Submit	<p>15. When all of the Center Claims have been entered and you have a status of 'Not Submitted', the Claim Month Summary Details page will include the Red SUBMIT FOR PROCESSING button.</p>
Summary/Detail	<p>16. At this point you may Click on the <BACK button to the Claim Month Summary Page.</p> <p>17. The SUMMARY option allows you to review a recap of the information entered, the associated reimbursement rates and reimbursement amounts earned.</p> <p>18. The DETAILS option brings back the Claim Month Summary Details Page and the option to Submit the claim.</p>
Submit	<p>19. To submit the Claim(s) to VTDOE for processing, click on the Red SUBMIT FOR PROCESSING button.</p> <p>20. Once the claim has been submitted for processing, the Claim Month Summary Details Page comes up on the screen with the message "The Claim has been processed."</p> <p>21. Click on the FINISH button to continue. The Claim will now have a status of 'OK to Pay'.</p>
Please Note!	<p>Not all sites are required to submit a claim in order for the Institution Claim to be submitted for processing. After an Original Institution Claim has been submitted and processed for a Claim Month, additional site claims may be added to the Institution Claim under a revised Claim. The 60-day filing rule applies to Original and revised Claims.</p>

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My Web Search Search Address <https://vtcp.doe.state.vt.us/FrameManager.asp>

Vermont Department of Education
Child and Adult Care Program

2009 - 2010
 CCR | CACFP | NSI | SISP

Applications Claims Reports Security

Claims > CCC - Claim Entry Create New CACFP Center Claim

LSA Number	Name	Site Name

Claim Month: **March 2010** **Revised: 0**

Claim Information

Submission Type: **Original** Received Date: **03/29/2010**

Enrollment

Center Type	Enrollment Total	Free	Reduced Price	Over Income
Child Care Center	6	6		

Child Care Center Claim

1. Number of Days of Operation	7
2. Average Daily Attendance	8
3. Title XX/SRS Funded Children Enrolled (for Title XX centers only)	9
4. Licensed Capacity	20

** Centers are not eligible for reimbursement when the number of SRS children falls below 25% of enrollment or licensed capacity.

Total Meals Served

Meal	Total Meals	Free Meals*	Reduced Meals*	Paid Meals*
Breakfast				
Lunch				
Supper				
Supplements				
Area Eligible Afterschool Care Snack		10		

* Value(s) will be updated upon successful save.

CACFP Expenditures

1. Food	\$ 11
2. Supplies	\$ 11
3. Program Labor	\$ 11
4. Administrative Costs	\$ 11
5. Other Costs	\$ 11
Total	\$0.00

Certification

I certify that to the best of my knowledge and belief, this claim to be true and correct in all respects and that records are available to support this claim. Records to support this claim shall be retained for a period of 4 years. I understand that this information is being given in connection with the receipt of federal funds and that deliberate misrepresentation may subject the applicant to prosecution under applicable state and federal statutes.

12

Internal use only

Submission Type: Original Received Date: 03/29/2010

Override Claim Edits? Yes No

Comments:

Percent of Title XX Beneficiaries: 0.00%

Created By: Modified By:

Checks the page for errors without saving any data.
13 Saves the Claim.
 Back to Claim Month Summary.

Claim for Reimbursement Instructions for Area Eligible Afterschool Suppers:

LEA#	Enter the centers LEA# . This number is located in the upper right hand corner of the on-line system.
Center Name	Enter the Center Name as it appears in the on-line system.
Month, Year & Claim #	Enter the claim Month, Year and Claim # .
Days of Operation	Enter the number of days that the program operated.
Enrollment	Enter the total number of participants enrolled in the center in the Total box. Enter the same number in the Free box.
Average Daily Attendance	Enter the average daily attendance for the program. To calculate this number, total the daily attendance for each day of operation. Divide this number by the days of operation. If this number is a fraction, round up to the next whole number.
Title XX Proprietary Centers	Title XX/SRS - If the program is a for-profit program, enter the number of children whose care is subsidized by childcare services. Enter the Total Children Enrolled and Licensed Capacity .
CACFP Expenditures	Enter the total Program expenditures for the site's Food expenses, Supplies costs, Program Labor costs, Administrative Costs and Other Costs . The Total Costs will be calculated when the Claim is saved.
Sign & Date	The authorized signer for the center needs to sign and date the claim.
Submit	Print two copies - keep a copy for your files. Mail a signed copy to: Vermont Department of Education Child Nutrition Programs 120 State Street Montpelier, VT 05620-2501
Please Note!	This paper claim is a temporary submission process. Within the next few months, both Area Eligible Afterschool Snacks and Supper will be claimed for reimbursement through the on-line system.

Claim for Reimbursement
Area-Eligible After-School Supper Program
Child & Adult Care Food Program

VT Department of Education
 Child Nutrition Programs

LEA#

Center, Institution or Agency Name

01	1900	0
Month	Year	Claim #

0
Days of Operation

	0	0
Enrollment	Total	Free

Average Daily Attendance	0	0	0
Program	Child Care Centers	Proprietary Title XX Centers	Outside School Hours Care Centers

Title XX / Proprietary Centers		Child Care		CACFP Expenditures	
Title XX/SRS Funded Children Enrolled	0	Meal Type: Area-Eligible Supper	Food	0	
Total Children Enrolled	0			0	
Licensed Capacity	0			0	
(centers are not eligible for reimbursement when the number of SRS children falls below 25% of enrollment or licensed capacity)		Total Count	not eligible	Administrative Costs	0
				Other Costs	0
				Total Expenditures	

I certify that, to the best of my knowledge and belief, this claim to be true and correct in all respects, that records are available to support this claim, that it is in accordance with the terms of the existing agreement and payment has not been received. I understand that this information is being given in connection with the receipt of federal funds and that deliberate misrepresentation may subject the applicant to prosecution under applicable state and federal statutes.

Print 2 Copies - keep a copy for your files

Email or Mail a signed copy to:

VT Department of Education
 120 State Street
 Montpelier, VT 05620-2501

Tel. (802) 828-2447

Signature: _____

Date: _____ **Telephone Number:** _____

State Agency Use Only

Percent of Title XX Beneficiaries	0	0		Fund	22005			
		Enrolled		Licensed	Dept	510038000		
				Program	49385			
Class:	1000		Area Eligible Suppers	not eligible	2.68	0		
Project/Grant	4447							
Program	49385							
Class	1000		Cash in Lieu of Commodities	not eligible	0.195	0		
Project/Grant	4453							
Program	49385							
				Counts	Rate	Total		

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202)720-6382 (TTY). USDA is an equal opportunity provider and employer.