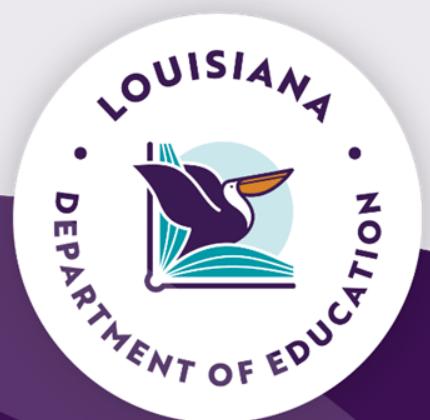


Child and Adult Care Food Program

January 2026 At-Risk Afterschool Meals Training



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mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

fax:

(833) 256-1665 or (202) 690-7442; or

email:

Program.Intake@usda.gov

This institution is an equal opportunity provider.

A Safe Place and a Nutritious Meal After the Bell Rings

The At-Risk Afterschool Meals component of the Child and Adult Food Program (CACFP) offers federal funding to afterschool programs that serve a meal or snack to children in low-income areas. It gives children the energy they need to concentrate on homework and join their friends in physical, education, and social activities.

Programs must be organized primarily to provide care for children afterschool or on weekends, holidays or school vacations during the regular school year.

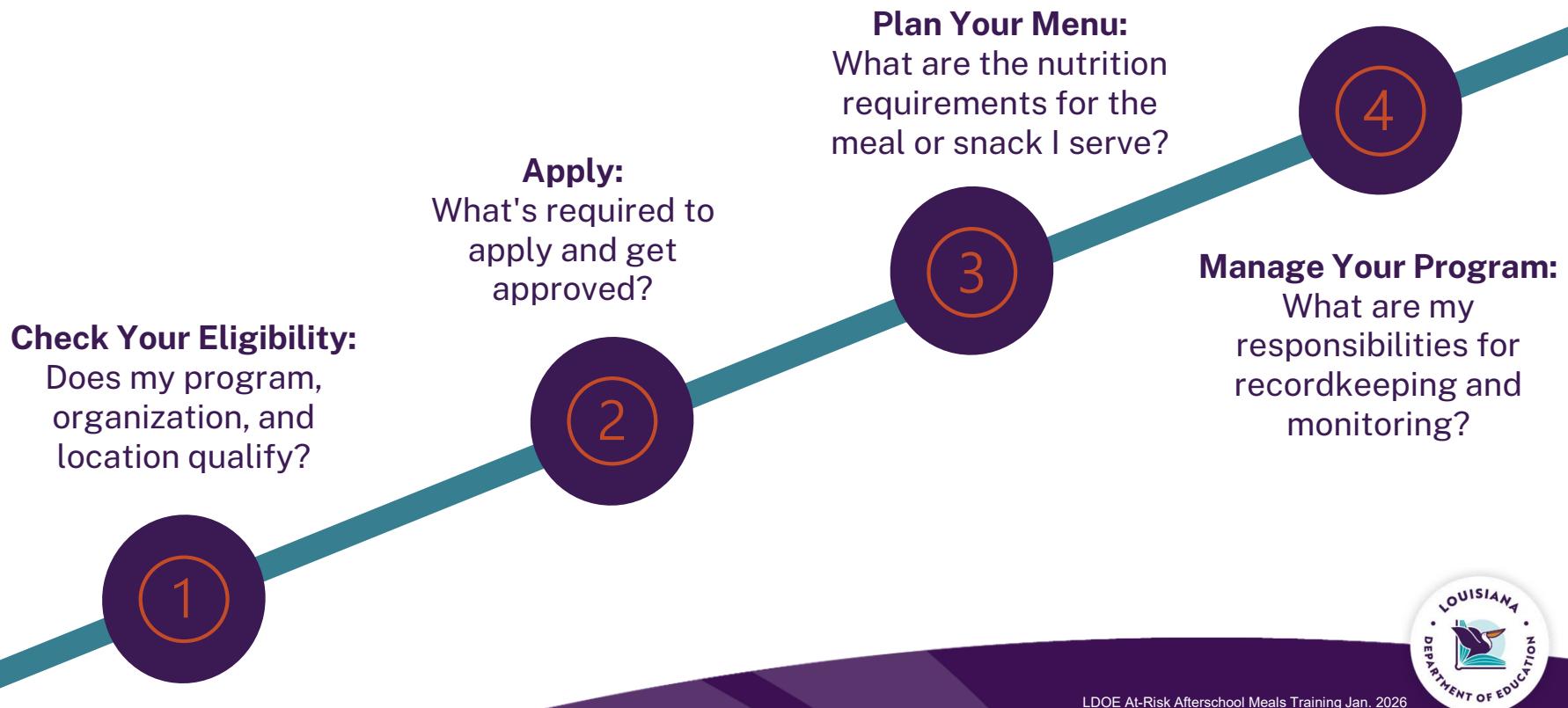
Brings crucial federal funds into the local economy to cover costs of food and administration.

Did you know?

The Healthy, Hunger-Free Kids Act of 2010 expanded this program to all states, making it a nationwide opportunity to fight child hunger.



Your Roadmap to a Successful Program



Get on the Road, Are You Eligible?

Program Eligibility

Must provide organized, regularly scheduled educational or enrichment activities open to all children afterschool.

Organization Eligibility

Must be a public agency, a tax-exempt non-profit, or a qualifying for-profit center. Participants must be 18 or under at the start of the school year.

Area Eligibility

Must be in an area where at least 50% of children in the local public school's attendance zone are eligible for free or reduced-price meals. CEP participation does not automatically qualify a site as area eligible.



Get on the Road, Are You Eligible?

Program Eligibility

- **Core requirement:** Programs must be organized primarily to provide care for children afterschool or on weekends, holidays, or school vacations during the regular school year.
- Meals and snacks served on regular school days must be served after the end of the school day. Meals are reimbursed at the free rate.
- Weekend service requires prior approval and is not retroactive.
- Expanded learning time options (SFAs only)
 - Average instructional days is 6 hours
 - Must operate a minimum of 7 hours of instruction time in a normal school day for the 26-27 school year.
 - May qualify to serve a meal or snack to students after the 6 hour average, but before the end of the school day.

Program Activities and Organization Types

What Counts as an Eligible Activity?

- **Core requirement:** Must provide educational or enrichment activities in a structured, supervised environment for all children who want to participate.
Examples: Arts and crafts, homework help, life skills, remedial education, etc.



Important Note: Activities must be open to all. Programs cannot be limited to competitive sports teams but can include supervised athletic activities open to all.

What is an Eligible Organization?

- **Public agencies:** Schools, city governments
- **Tax-exempt non-profits:** Churches, libraries, Boys & Girls Clubs, YMCAs
- **For-profit centers:** Can participate if at least 25% of children in their *traditional childcare component* are eligible for free/reduced-price meals or receive Title XX benefits.

Participant Eligibility

Who is Able to Participate in At-Risk Meals & Snacks?

- All participants 18 years of age or under at the start of the school year may participate.
- If the participant turns 19 during the school year, they are eligible.
- There is no *minimum* age for participation.
- No age limit for persons with disabilities.

When Can You Offer At-Risk Meals & Snacks?

- Can offer during the regular school year.
 - Weekend service requires prior approval.
- Meal and/or snack must be served after the normal school day ends.
- For extended school days may serve during extended hours. *Example if the normal school day is 6 hours long and your school has a 7-hour school day, you may serve in the 7th hour.*



Stop #2: Application Process



Sponsor Application



Facility Application

- Meal/snack times
- Offer versus serve
- Age range of participants
- Qualifying school
- Types of enrichment activities offered
- School operating hours
- Summer vacation
- Hours of operation of At-Risk Afterschool program
- LDH Permit to Operate



Budget Application



Management Plan



Confirmation of Area Eligibility



Documentation of Tax-Exempt Status



Financial Viability



Administrative Capability



Turn 3: Plan Your Meals

Core Principle: CACFP meal patterns are designed to meet children's nutritional needs, align with the Dietary Guidelines for Americans, and be appealing.

Key Timing Rule: Meals and snacks must be served after the child's school day ends.



- Must provide one whole-grain rich per day. If only serving one meal or snack that meal/snack must have a whole-grain component.
- Updated added sugar limits (October 2025) for yogurts and cereals.
- Nuts/seeds may provide $\frac{1}{2}$ of protein component requirement for supper.



Tips from successful sponsors

Develop two months' worth of menus that are cycled through the sites throughout the year to streamline planning. Consider serving easy-to-prepare or ready-to-serve cold meals like wraps, sandwiches, and salads.

Visual Guide to a Reimbursable Supper

CACFP Meal Pattern for Ages 6 - 18

**Meat / Meat
Alternate
(2 ounces):**

Meat, cheese, eggs,
beans, tofu, yogurt,
jerky

Milk (1 cup):

Unflavored low-fat
(1%) or fat-free (skim)
or flavored fat-free

Vegetables (1/2 cup):

Aim to offer a variety
of colorful options
throughout the week.

**Grain (1 slice / 1/2
cup):**

Whole-grain rich or
enriched bread,
pasta, rice, etc.

Fruits (1/4 cup):

Aim to offer a variety of colorful options throughout the
week. May substitute a 100% juice for a fruit or vegetable
component.

Pit Stop: Grain Based Desserts

 United States Department of Agriculture

Grain-Based Desserts in the Child and Adult Care Food Program

Kids need the vitamins, minerals, and other nutrients in foods such as fruits, vegetables, whole grains, low-fat dairy, and lean protein foods. Too often, kids are filling up on foods high in added sugars and low in nutrients.

As of October 1, 2017, grain-based desserts no longer count toward the grain component of meals and snacks offered through the Child and Adult Care Food Program (CACFP). This small change helps reduce the amount of added sugars kids eat in child care.

What Are Grain-Based Desserts?

The chart below lists some common grain-based desserts:

| Grain-Based Desserts (Not Reimbursable in the CACFP): | Not Grain-Based Desserts (Reimbursable in the CACFP): |
|---|--|
| <ul style="list-style-type: none">BrowniesCakes, including coffee cake and cupcakesCereal bars, breakfast bars, and granola barsCookies, including vanilla wafersDoughnuts, any kindFig rolls/bars/cookies and other fruit-filled rolls/bars/cookiesGingerbreadIce cream conesMarshmallow cereal treatsPie crusts of dessert pies, cobblers, and fruit tartsSweet bread puddingsSweet biscotti, such as those made with fruits, chocolate, icing, etc.Sweet croissants, such as chocolate-filledSweet pita chips, such as cinnamon-sugar flavoredSweet rice puddingsSweet scones, such as those made with fruits, icing, etc.Sweet rolls, such as cinnamon rollsToaster pastries | <ul style="list-style-type: none">banana bread, zucchini bread, and other quick breadsCereals that meet the sugar limit and are whole grain-rich, enriched, and/or fortifiedCornbreadCrackers, all typesFrench ToastMuffinsPancakesPie crusts of savory pies, such as vegetable pot pie and quichePlain croissantsPlain or savory pita chipsSavory biscotti, such as those made with cheese, vegetables, herbs, etc.Savory bread puddings, such as those made with cheese, vegetables, herbs, etc.Savory rice puddings, such as those made with cheese, vegetables, etc.Savory scones, such as those made with cheese, vegetables, herbs, etc.Teething biscuits, crackers, and toastsTortillas and tortilla chipsWaffles |

Whole grain-rich and homemade grain-based desserts are also not creditable in the CACFP.

More training, menu planning, and nutrition education materials for the CACFP can be found at <https://teamnutrition.usda.gov>.



Grain based desserts are not allowable at any meal/snack in the CACFP.

Muffins, animal crackers, and graham crackers are allowable items in the CACFP program.

What about whole-grain rich desserts?

All grain based desserts, even those made with whole grains cannot be served as a component of a CACFP meal/snack.

Detour: Offer vs. Serve and Meal Consumption

Offer vs. Serve

Core Requirement: All five components must be available at one time for all children to take.

- Children may decline one or more items offered.
- Children must take three out of five component to be reimbursable.
- OVS may only be used for supper service

Meal Consumption

Core Requirement: Meal or snack must be consumed on site.

- Students must be allowed sufficient time to eat the meal on-site.

Core Requirement: Participation in meal/snack service must be optional.



Pro Tip: Share tables can reduce waste.

- Children may return whole food or beverage items they choose not to eat.
- Returned items are available for other children who may want additional servings.
- Must submit a request to your local LDH Environmental Health Sanitarian Services Office

Exit #4: Manage Your Program

Keys to managing a successful program

Daily To-Do List

- Attendance rosters
- Point-of-service meal counts
- Daily food production records

Weekly To-Do List

- Update posted menus
- Enter receipts/invoices
- Enter milk purchases
- Review milk audit for shortages
- Complete CACFP timesheets

Monthly To-Do List

- Complete inventory at end of month
- Update beginning milk balance
- Generate claim and check for errors
- Submit claim to CNP website
- Place receipts, bank statement, and CACFP timesheets in monthly folder

Yearly To-Do List

- Complete all applications on CNP website
- Complete staff trainings
- Complete facility monitoring
- Update policies & procedures as needed
- Obtain LDH permit



Records to Maintain

| | | | |
|--------------------------|--|--------------------------|----------------------------------|
| <input type="checkbox"/> | Meal counts and attendance | <input type="checkbox"/> | Records establishing eligibility |
| <input type="checkbox"/> | Updated menus | <input type="checkbox"/> | Non-discrimination statement |
| <input type="checkbox"/> | Receipts/invoices for purchases with CACFP funds | <input type="checkbox"/> | Outside employment policy |
| <input type="checkbox"/> | Training documentation | <input type="checkbox"/> | Critical program functions |
| <input type="checkbox"/> | Monitoring documentation for each facility | <input type="checkbox"/> | Compensation plan |
| <input type="checkbox"/> | Permanent agreement | <input type="checkbox"/> | LDH permit to operate |

Menus & Food Production Records

Menus

- Must be posted at each facility
- Must be updated with any adjustments
- Must list all required components and the amounts prepared or each required component.

Food Production Records

- Name of facility
- Meal type
- Date of service
- Menu
- # of meals prepared
- # of meal served by age group



- Must provide CN Label or Product Formulation Statement for each component in pre-packaged meals.
- CN/PFS are required for all highly processed foods such as chicken nuggets or premade pizza.

Point-of-Service and Attendance Records

Point-of-Service and Meal Attendance Records

- Must be recorded daily.
- Needs to include the name the participants of all that did **and** did not receive an afterschool meal/snack.
- School attendance records or hash marks may **not** be used.
- All records must be legible and match the counts on the CACFP claim.



Pro Tip:

- Sponsors are encouraged to use the same meal count records for all sites.
- Issues with documentation frequently occur when sites use a form that is a different method of recording meal count attendance.



Financial Records



- Must utilize a line-item account or a separate checking account for CACFP funds.
- Must be able to provide accurate records for individual CNP programs.
- Programs will be audited by state staff.

Required Records to Keep on File:

- Invoices
- Receipts
- Canceled checks
- Line-item reports



May use one food inventory for all CNP Programs.

Training & Monitoring

Training

- Two trainings are required per year.
- CACFP Record Keeping and Civil Rights must be done annually.

Can combine NSLP and CACFP training sessions

Monitoring

- Each facility must be monitored **three** times per year.
 - Two** must be unannounced visits.
- First is to be conducted within first four weeks of operation.
- May not be more than six months apart.

Louisiana State Department of Education
Child and Adult Care Food Program
Training Documentation
(Emergency Shelter/Homeless and/or At-Risk After School Snack Programs)

CACFP – 3A

Staff training shall be provided for all CACFP facilities in program duties and responsibilities prior to beginning program operations. Additional training sessions must be provided at least annually in accordance with 7 CFR Part 226.16(d) (2) (3).

INSTITUTION NAME _____

DATE OF TRAINING SESSION _____

NAME AND TITLE OF TRAINER _____

TOPICS DISCUSSED:
(Check the box for each topic discussed during the session.)

| | |
|-----------------------------|--------------------------|
| Process of Claim Submission | <input type="checkbox"/> |
| Accurate Meal Count | <input type="checkbox"/> |
| Meal Requirements | <input type="checkbox"/> |
| Menu Worksheets | <input type="checkbox"/> |
| Daily Attendance Records | <input type="checkbox"/> |
| Monitoring | <input type="checkbox"/> |
| Financial Documentation | <input type="checkbox"/> |
| Other _____ | <input type="checkbox"/> |

| <u>Attendees</u> | |
|------------------|-------------------|
| Name | Title or Position |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |



Policies & Procedures

Records to Keep on Hand

- Compensation plan
- Outside employment policy
- CACFP critical program functions
- USDA non-discrimination policy
- Area eligibility
- Permanent agreement



You can find examples of all required policies on the CNP website.

Questions?

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Louisiana Kidkare training site <https://www.kidkare.com/training-la/la-kkfp/>

Child Nutrition Program Website <https://cnp.doe.louisiana.gov/front.web/>

CACFP Training Website <https://www.louisianafitkids.com/Home/TrainingSlides>

CNP Site link <https://cnp.doe.louisiana.gov/index.asp>

KidKare Log in link <https://app.kidkare.com/#/login/>

