

# At Risk After School Food Program Training

Created By: Wildwood Child and Adult Care Food Program

The goal of the USDA's Child and Adult Care Food Program (CACFP) is to improve the nutrition of children and adults in care settings while promoting the development of healthy eating habits. As a sponsor of the CACFP, Wildwood is required to train care providers and key staff members on program requirements on a yearly basis. This training course has been developed to give an overview of the program as well as details on how to complete the necessary records of attendance and meal service. Please read through the content and complete the test to receive a training certificate.

## Below are a few important facts that you should know about the food program:

- Meals and snacks served and claimed in the food program must follow the meal patterns for CACFP and be at least a minimum serving size required for the age of students you serve.
- Meals or snacks may only be claimed if they are served at the time range set for your program. Times are documented and approved on your site application with the state, which is managed by Wildwood CACFP. Meal time updates are allowed and will be completed by a Wildwood Program Monitor when site staff notify Wildwood of a change.
- At each meal or snack service, staff (who have been trained on CACFP guidelines) are required to accurately record the Menu (foods served and portion size) and the children who participate in that meal or snack (Record of Meal Service).
- All Menus and Records of Meal Service (ROMS) should be kept for a minimum of 3 years and 4 months. Records must be kept on-site and made available to representatives of Wildwood, CDPHE or the USDA upon request and when they conduct a site review. Paper or digital/scanned records are acceptable.
- The Child and Adult Care Food Program is a federally funded program and should not be taken lightly. False or inaccurate records may be considered fraud. Compliance concern may require a written Corrective Action Plan (CAP). Continued concerns may result in Serious Deficiency Determination and may result in personal or program termination and exclusion from this and other federally funded programs.

## CACFP Meal Patterns

When serving meals or snacks to children in care, you must follow the CACFP Meal Patterns.

**Breakfast requires three food groups:** 1% or Skim milk, a bread/grain, and a fruit or vegetable or mixture of fruit and vegetable. (Meat/meat alternate may be served at breakfast in place of the grain item up to three days per week.)

**Snack requires two different food groups:** Only one of the food groups served may be juice/liquid form.

**Lunch or Dinner requires five food groups:** 1% or Skim milk, one serving of fruit, one serving of vegetable, one serving of meat/meat alternate, one serving of bread/grain. (A second vegetable may be served in place of a fruit at lunch or dinner, for a total of two vegetable servings.) Some programs choose to call this a Super-Snack.

**Portion sizes must be a minimum size based on the age of the child receiving the meal.** You may offer larger servings if you choose, but you may not offer smaller servings than the meal patterns show for the age of recipient. The following chart provides serving size requirements for At Risk After School (ARAS) Programs serving school-age children.

**Daily limit:** Each child may be claimed for up to two meals per day. These may include 1 meal and 1 snack per child.

## CACFP Meal Pattern Requirements for At Risk After School Programs

Food Component for Age 6-18	Breakfast ****	Lunch/Supper	Snack*
<b>Milk</b> Fat Free or 1% Milk	1 Cup	1 Cup	1 Cup
<b>Vegetable ***</b>	1/2 Cup	1/2 Cup	3/4 Cup
<b>Fruit ***</b>	1/2 Cup	1/4 Cup	3/4 Cup
<b>Grain/Bread *****</b> Bread; or Cornbread, Biscuits, Buns, Muffin; Cold Dry Cereal*****]; or Cooked Pasta/Noodles; or Cooked Cereal or Cereal Grains	1 ounce grain eqv. 1 ounce grain eqv. 3/4 Cup = 1 ounce 1/2 Cup = 1 ounce 1/2 Cup = 1 ounce	1 ounce grain eqv. 1 ounce grain eqv. 3/4 Cup = 1 ounce 1/2 Cup = 1 ounce 1/2 Cup = 1 ounce	1 ounce grain eqv. 1 ounce grain eqv. 3/4 Cup = 1 ounce 1/2 Cup = 1 ounce 1/2 Cup = 1 ounce
<b>Meat and Meat Alternates</b> Lean Meat or Poultry or Fish Real Cheese*****; or  Eggs; or Cooked Dry Beans or Peas; or Peanut Butter or other Nut Butter; or Peanut/Soy Nuts/ Tree Nuts; or Yogurt (only low sugar)*****	(Meat is not required at breakfast see footnote *****)	2 ounces 2 ounces  1 Large Egg 1/2 Cup 4 TBSP 1 ounce=50% ** 8 ounces = 1 Cup	1 ounce 1 ounce  1/2 Large Egg 1/4 Cup 2 TBSP 1 ounce 4 ounces = 1/2 Cup

\* Children over age 12 use the same meal patterns as those younger than 12. USDA recommends that second helpings be available for those who may want more than the minimum serving size.

\*\* 1 ounce of Nuts/Seeds equals a half of the minimum serving. A second 1-ounce meat/meat alternate must be provided to meet the full minimum requirement at Lunch/Supper.

\*\*\* At Lunch/Supper: May serve one Fruit and one Vegetable or two Vegetables, NOT two Fruits.

\*\*\* At Snack: May serve one Vegetable and one Fruit.

\*\*\* At Breakfast: May serve one Vegetable or one Fruit or a combination of both.

\*\*\*\* At Breakfast: May serve a Meat/Meat Alternate in place of Grain up to three times per week.

\*\*\*\*\* At least one grain per day must be whole Grain Rich. If only 1 grain is served, it must meet the WGR criteria to be creditable.

\*\*\*\*\* Ready to eat cereal must not exceed 6 grams of sugar per dry ounce.

\*\*\*\*\* Cheese served in CACFP program must be real cheese. Processed cheese and products with words like: cheese sauce, spread, or cheese food require a double-serving to be creditable.

\*\*\*\*\* Yogurt served in CACFP program must not exceed 23 grams of sugar per 6 ounce serving.

**The portion sizes shown are the minimum requirements to be creditable and reimbursed by CACFP. You may serve more than is required, but not less.**

**Food Allergies:** Children with documented food allergies or other medical needs must have a Special Diet Statement (signed by a medical authority) on file stating the accommodations needed. The center must provide the substitutions as indicated by the medical authority and can receive reimbursement for meals.

**Non-Medical food preferences:** To receive reimbursement for non-medical food substitutions, the center must provide all required components (or creditable substitutions) for any meal snack that is claimed. Parents may provide a substitution request form for their child. Without a SDS, the center may choose to provide the substitutions and claim the meal/snack (or not provide the substitution and not claim the snack). Parents may provide the substitute food item for their child. Meals which include one food component provided by parents may be claimed for reimbursement by the center.

## Meal Service Preparation

- Before meal service, tables/desks must be cleaned and sanitized per food safety guidelines.
- Children must wash their hands with running water and soap immediately before being served.
- Food must be stored properly prior to meal service per food safety guidelines.
- Ensure the menu is suitable for children with food allergies or that substitutions have been made.

Hand sanitizer may only be used when running water is not available, i.e. on a field trip. Otherwise, hand sanitizer is NOT an acceptable substitution for handwashing when running water is available.

## Recording Attendance, Menus and Meal Service

Recording attendance: Attendance should be marked daily when students arrive at the program either electronically or on a paper roster that shows each student's first and last name and the date of service. Daily attendance should reflect the total number of students participating at any time for the day of service.

Recording Menus: Menus show the specific foods that are served for each meal or snack and the serving size for each food. If you serve something different than what is printed on the menu, you must cross-out foods that are not served and write in any substitutions, including the portion size to accurately reflect what is served to children each day.

Recording meal service: When the specified time comes for meal/snack service, the person attending to the children at the time of meal service should mark the Record of Meal Service (ROMS) to show which students were served. In order to mark a child as participating in a meal or snack, the **child must be served all of the food components for that meal or snack and must accept them as a complete unit or sit in front of them** long enough to consume the amount they choose. Children who do not choose to participate in meal/snack service should not be included/counted in the ROMS. At the end of the day, the total of meals/snacks served to students should be recorded in the record keeping software. Verbally offering a meal/snack does NOT qualify that meal to be claimed for reimbursement. To be claimed, the complete meal/snack must be served to or accepted by the student.

Leftover Food: Any leftover food remaining after the first and second service should not be claimed for reimbursement. These leftover items, if they are stored properly, may be used another day or discarded.

Record maintenance: All records of attendance and meal service are part of the original, permanent record for your program and must be kept for a minimum of three years and four months, as required by the USDA. All records must be kept on site and should not leave the premises. Another option to fulfill this requirement is to store records digitally at your program office, however all records must be included if this is to be effective. Records must be made available to representatives of Wildwood CACFP, Colorado CDPHE or the USDA during a site visit or as needed for file reviews.

**The USDA requires recording of attendance, menu updates, and meal service to be completed daily at the point of service. Any records that are found to be incomplete at the time of a site review cannot be reimbursed and may result in findings of non-compliance, or serious deficiency determination of the program, which require a corrective action plan to be implemented. If acceptable corrections are not implemented in the allowed time frame, or concern continues, the program may be terminated from the Child and Adult Care Food Program as well as disqualification from other federally funded programs.**

Civil Rights Notification system: The current version of the USDA Civil Rights Poster must be hung in a prominent public location at all programs participating in the Child and Adult Care Food Program. This poster includes details for how to make a complaint if a parent, child, staff member or other person feels their civil rights have been violated.

## **Step-By-Step Process for Meal Service**

1. Plan ahead and post the meal/snack menu for public/parents to see at drop-off/pick-up area.
2. Purchase/Order food and supplies for your site, based on enrollment and usual attendance.
3. Prepare food listed on the menu for the meal being served.
  - a. Be sure to make enough food for all children to have a full-serving, refer to chart on pg2.
  - b. Record any menu changes or food substitutions on the menu posted for parents and the kitchen menu immediately, including the amount/portion size of each food.
  - c. Store food in a safe manner until service time.
4. Sanitize surfaces before food service. (If tables are used for activities prior to service, re-sanitize.)
5. All children (and staff who are serving) must wash their hands immediately before each meal/snack.
6. Offer each meal/snack in a friendly atmosphere and allow enough time for children to eat the food.
7. Wear gloves when handling any ready to eat (open) foods. Packaged foods do not require gloves.
8. Children must be served all components of a meal/snack in order to claim the meal/snack for that child. (Children who do not accept the complete meal may NOT be claimed for reimbursement.)
9. Daily record keeping
  - a. Record meal/snack participation during meal service with a different mark than attendance.
  - b. Make sure any food changes are recorded on both the posted paper menu and on the kitchen menu to reflect what is actually served and the portion size.
10. At the end of each day, verify that all meal records have been documented properly.

### **USDA Civil Rights Requirements:**

**Any printed or digital material that includes reference to USDA or participation in the food program must include the non-discrimination statement below or the shorter version for 1-page documents:**

Short non-discrimination statement: "This program is a equal opportunity provider."

### **USDA Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, Its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.

### Cleanliness & Food Safety

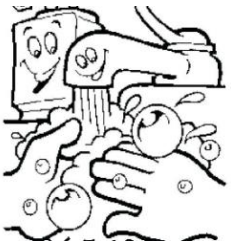
To ensure food safety, keep cold food cold (at or below 40 degrees) and hot food hot (at or above 140 degrees). All food must be stored at least 6 inches above the floor, even in the refrigerator. Perishable food that is out of the refrigerator for more than 2 hours (1 hour if temperature is over 90 degrees) must be discarded.

### Food Allergies

Food allergies can be deadly and are considered a medical need, which is protected under Civil Rights Laws. Children with documented food allergies, who have a Special Diet Statement (SDS) on file, must receive food that meets their needs. Communicate with your supervisor and kitchen staff often to ensure food accommodations are being made for impacted children. Meals served to children with food allergies can be claimed for reimbursement when menu substitutions are made for the child. Non-Medical food preferences: To receive reimbursement for non-medical food substitutions, the center must provide all required components (or creditable substitutions) for any meal/snack claimed. Parents may provide a substitution request form for their child. The center may choose to provide the substitutions and claim the meal/snack (or not provide the substitution and not claim the meal/snack). Parents may provide the substitute food item for their child. Meals which include one food component provide by parents may be claimed for reimbursement by the center

### Handwashing is Required

Children must wash their hands with soap and running water before they are served. The most important part of handwashing is friction. The more time children spend rubbing soapy, wet hands together, the more of the nasty, but invisible, germs that go down the drain. Have children sing the ABC song or count to 30 while washing. Hand sanitizer is not allowed in licensed care programs.



### Sanitizing Tables

Sanitize tables immediately before each meal/snack service.

1. Start by washing any debris off with warm-soapy water
2. Follow by a clean water rinse.
3. Finally, spray with a bleach/water solution and allow to air dry.  
(Bleach solution:  $\frac{1}{4}$  tsp per quart of water) (Bleach solution:  $\frac{1}{4}$  tsp bleach per quart of water)



### The Share Spot

After a child has accepted their snack/meal and has been recorded as served, they may place all or part of their un-opened food in a designated spot for sharing with others. If another student wants more to eat, they may get that food from the share spot. Just a reminder, each snack/meal can only be served/claimed for reimbursement once. Food placed in the share spot is out of the system and can't be counted again.

### Clean up and Discard



After each meal/snack service, clean-up the service area and throw-away any trash, including open food containers. (Unopened and non-perishable food can be saved for future use.) Enlist kids to help with clean up. Students can help by wiping tables after meal service with soapy water, picking up trash, and general clean-up of the service area. Trash must be taken out daily.

The Traveling Apple Rule allows students to take one bread, or fruit, or vegetable food item with them when they leave the facility. This food can be from the child's own meal/snack or from the share spot. Never allow students to take refrigerated food out of the service area. (i.e. Milk, Yogurt, Cheese, or meat) USDA Regulations do not allow children to take the entire snack /meal with them when they leave.

**Normal USDA regulations do not allow children to take the entire snack/meal with them when they leave. Due to the pandemic, there are several waivers in place from USDA to allow flexibility of meal service.**

## Nuts and Bolts of Serving Reimbursable Meals & Snacks

**Breakfast:** 3 Food Groups – including age-appropriate milk, a fruit or vegetable and a bread item  
Serving sizes must meet or exceed CACFP Meal Pattern Requirements  
Only healthy foods are allowed (No doughnuts, cereal bars, pop-tarts, or other junk food)  
Served at the pre-approved time for your site  
Children served must be recorded at the point of service on a paper roster or digital format  
Menu substitutions must be recorded along with the portion size of each food

**Snack:** 2 different food groups – students must be given, or take both, to be claimed  
Serving size must meet or exceeds CACFP Meal Pattern Requirements  
Only healthy foods are allowed (No fast food, junk food, cookies, candy, etc.)  
Served at the pre-approved time for your site  
Children served must be recorded at the point of service on a paper roster or digital format  
Menu substitutions must be recorded along with the portion size of each food

**Dinner:** 5 Food Groups – must be given or take all 5 food components, including milk to be claimed  
(Super-Snack) Serving sizes must meet or exceed CACFP Meal Pattern Requirements  
Only healthy foods are allowed (No fast food, junk food, cookies, candy, etc.)  
Served at the pre-approved time for your site  
Children served must be recorded at the point of service on a paper roster or digital format  
Menu substitutions must be recorded along with the portion size of each food

**Monthly:** At the end of each month, send your documentation of meals/snacks to Wildwood.

Although record keeping may be delegated to a certain person on your team, don't be afraid to ask if it has been done and/or step-up to do it if needed. (To process the claim on-time we need your paperwork by the 5<sup>th</sup> of the next month, but sooner is better.)

- Monthly records showing Attendance and Meal/Snack Participation (ROMS)
- Food Receipts or Vendor Log – documenting how many units received each day
- Submit the claim to sponsor (Wildwood) via email or software upload

**Integrity:** Each of us can help to protect the integrity of the food program. This starts by estimating only the number of meals/snacks you will likely use based on trends in your program. If Friday is usually a "light" day, then reduce the amount of food prepared on Fridays to match. Continue by only claiming the children who participate in meals/snacks. In short, prepare only what you need and claim only what you serve.

If you are unsure, please ask questions to ensure you are following the food program requirements.

**Wildwood Child and Adult Care Food Program**  
**Office phone 303-730-0460**

**Please complete a short quiz as proof of training completion. For an online Quiz click [HERE](#)**

## At Risk After School Food Program Training

First & Last Name: \_\_\_\_\_  
School/Program Name: \_\_\_\_\_  
Supervisor Name: \_\_\_\_\_  
Your Email address: \_\_\_\_\_

Wildwood CACFP is proud to partner with your program to offer this training course.

Test scores of 80% or above are considered passing and will receive a digital certificate for 1 hour of CACFP Program Training sent to the email provided.

Record of this training will be kept on file at the Wildwood CACFP office.

If you have any questions, please call the Wildwood office. 303-730-0460

SCORE: \_\_\_\_\_

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### Directions:

Please read each question carefully and choose one answer that best matches with the training material provided for this course.

1. **Meals/snacks served in a Child and Adult Care Food Program must meet the Meal Patterns for the appropriate age group.**
  - a. True
  - b. False
  
2. **Meals/snacks can be served any time during the program while students are in attendance.**
  - a. True
  - b. False
  
3. **Menus include the specific foods being served in addition to the minimum serving size/amount of each food.**
  - a. True
  - b. False
  
4. **Recording which students participated in each meal/snack can be done at the end of the week, up to 5 days after service occurs.**
  - a. True
  - b. False

## **At Risk After School Food Program Training**

- 5. Which of the following may result from false or inaccurate meal/snack records?**
  - a. Program or staff may be charged with falsifying records or fraud
  - b. Program or staff may be determined to be Seriously Deficient in the CACFP requirements
  - c. A Corrective Action Plan may be required
  - d. Program or staff may be terminated from the food program and ineligible to participate in the CACFP or other federally funded programs
  - e. All of the above may result from false or inaccurate meal/snack records
  
- 6. In order to be reimbursable, a snack served in the Child and Adult Care Food Program must**
  - a. Include 2 different food groups
  - b. Be served at the pre-approved time for each site
  - c. Meet or exceed the minimum serving size for the age of students served
  - d. Have Record of the Meal Service completed at the point of service
  - e. All of the above are required for a snack to be reimbursable in the CACFP
  
- 7. All students in attendance when a meal/snack is served should be recorded as being served the meal/snack regardless of whether or not they accept a complete meal/snack.**
  - a. True
  - b. False
  
- 8. When sanitizing tables, which of the following are part of the three-step-process?**
  - a. Clean off debris using soapy water
  - b. Rinse the tables with clear water
  - c. Apply a sanitizing solution and allow to air dry
  - d. All of the above are part of the three-step-process for sanitizing tables
  
- 9. Food items placed in the “Share Spot” can be served and counted/claimed a second time to make more money for your program.**
  - a. True
  - b. False
  
- 10. At the end of each month, what records need to be submitted to Wildwood?**
  - a. Food receipts showing foods listed on the menus
  - b. Updated menu showing what was actually served
  - c. Records verifying daily attendance and meal/snack service
  - d. All of the above should be submitted to Wildwood