



DENVER  
PUBLIC  
SCHOOLS

Discovery Link

Extended Learning and Community Schools

## At Risk After School Food Program Training

Created By: Wildwood Child and Adult Care Food Program

The goal of USDA's Child and Adult Care Food Program (CACFP) is to improve the nutrition in licensed care settings while promoting healthy eating habits. Discovery Link is reimbursed for meals served to enrolled children when the menu and records follow USDA requirements. As your sponsor, Wildwood provides training to staff members on food program requirements and reviews monthly claims/records to ensure they meet USDA Rules. This training packet has been developed to give an overview of the food program rules and record keeping needed to receive reimbursement. Read through the content and complete an online 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 for reimbursement) must follow USDA meal patterns and be at least a minimum portion size for the age of students you serve. (See chart on page 2 for minimum portion sizes)
- Meals or snacks may only be claimed if they are served in the time range set for your program. Times are documented and approved on the Discovery Link site application with the state, which is managed by Wildwood CACFP. Meal time adjustments will be completed by Wildwood when site staff notify Wildwood of a change.
- At each meal or snack service, Discovery Link staff (who have been trained on CACFP guidelines) are required to accurately record the foods served (menu) and the children who are served that meal or snack.
- Records of Meal Service (ROMS) should be kept for a minimum of 3 years and 4 months. Records must be kept on-site (or at the Acoma office) and made available to representatives of Wildwood, CDPHE or USDA upon request and when a site review occurs (at least 3 times/year). Paper or digital/scanned records are acceptable.
- The Food Program is a federally funded program and should not be taken lightly. Staff who falsify records may be charged with fraud. Compliance concerns will require a written Corrective Action Plan (CAP). Repeated concerns may result in Serious Deficiency Determination of the staff member and/or Discovery Link site and may result in termination and exclusion from this and other federally funded programs.

### CACFP Meal Patterns

When serving meals or snacks to children in care, menus must follow the Meal Patterns on page 2.

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

**Dinner (Supper) 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 dinner, for a total of two different vegetable portions.)

**Portion sizes are required to be at least the minimum size based on the age of the student receiving the meal.**

You may offer larger servings if you choose, but you may not offer smaller servings than the meal patterns indicate for the age of recipient. The following chart shows the minimum portion size for At Risk After School (ARAS) Programs.

**Daily Limit:** Children in care may be claimed for 1 meal and/or 1 snack per day in the At Risk After School Program.

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

Food Component for Age 6-18	Dinner* (Serve all 5 components)	Snack* (2 components)
<b>Milk:</b> Fat free or 1% Milk	1 Cup = ½ pint carton	1 Cup = ½ pint carton
<b>Vegetable ***</b>	1/2 Cup	3/4 Cup
<b>Fruit ***</b>	1/4 Cup	3/4 Cup
<b>Grain/Bread ****</b> Bread; or Cornbread, Biscuits, Buns, Muffin; or Cold Dry Cereal*****; or Cooked Pasta/Noodles; or Cooked Cereal or Cereal Grains	1 Slice = 1 ounce grain 1 Serving = 1 ounce grain 3/4 Cup = 1 ounce grain 1/2 Cup = 1 ounce grain 1/2 Cup = 1 ounce grain	1 Slice = 1 ounce 1 Serving = 1 ounce 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)*****	2 ounces 2 ounces 1 Large Egg 1/2 Cup = 4 TBSP 1/2 Cup = 4 TBSP 1 ounce = 50% ** 8 ounces = 1 Cup	1 ounce 1 ounce 1/2 Large Egg 1/4 Cup = 2 TBPS 1/4 Cup = 2 TBPS 1 ounce 4 ounces = ½ 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 Dinner/Super-Snack: May serve one Fruit and one Vegetable or two Vegetables, NOT two Fruits.

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

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

\*\*\*\*\*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.

**Portion sizes shown are minimum requirements to be reimbursed. You may serve more, but not less.**

**Food allergies:** Children with documented food allergies or other medical reasons must have a Special Diet Statement (signed by a medical authority) on file stating the accommodations needed. Discovery Link 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 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.

## Meal Service Preparation

- Before meal/snack service, tables must be cleaned and sanitized following 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, following 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 or outdoors. Hand sanitizer is NOT an acceptable substitution for handwashing when running water is available.

## Recording Attendance, Menus and Meal Service

Recording daily attendance: Attendance should be marked daily when students arrive at the program, either electronically or on a paper roster, which 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. At the end of the day, total attendance should be written on the Snack/Meal Calendar. (Note: attendance and meal service numbers usually do not match because some students in attendance may be picked up before a meal/snack is served.)

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

Recording meal/snack service: When the specified time comes for meal/snack service, the person attending to the children at the time of food service should mark the Record of Meal Service (ROMS) to show which students were served. In order to mark a child as served for a meal or snack, the **child must be given all of the food components for the meal or snack**. Students 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 number of meals/snacks served to students should be shown on a roster or in SCW with the total written on the Snack/Dinner Calendar by ELCS Staff. Verbally asking a child if he/she wants a meal/snack does NOT qualify the meal to be reimbursed. To be reimbursed, the complete meal/snack must be served to or accepted by the student.

Recording Seconds: Any student who accepts a complete meal or snack can be included in the "Number Served". If extras are available, students who accept a complete second serving may be counted in "Seconds Served". Seconds may be tallied on the roster or Snack/Meal Calendar in the corner for that day. At the end of the day the total number of seconds should be recorded on the Snack/Dinner Calendar. Verbally offering seconds does NOT qualify to be counted/claimed. To be counted/claimed, the complete second meal/snack must be served to the student.

Leftover Food: Any leftover food remaining after the first and second service should not be counted as served. These leftover items, if they are stored properly, may be used as extras another day or discarded if food safety is in question.

Record maintenance: All records of attendance and meal service are part of the original, permanent record 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 the Acoma 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 review.

**The USDA requires attendance, menus and meal service to be recorded at the point of service. Any incomplete records noted at the time of a site visit cannot be reimbursed and may require a corrective action plan to be implemented. If acceptable corrections are not made in the allowed time frame, or concerns continue, the responsible staff member and/or ELCS Site may be found seriously deficient in operation of the food program, which may result in terminated from the CACFP and other federally funded programs.**

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

1. Post the monthly menu for public/parents on the information board.
2. Pre-Order meals/snacks for your site based on enrollment and usual attendance numbers.
3. Each day, count and document the number and details of Snacks/Dinners that are received.
  - a. Check for accuracy, count, and record the number received. This is how many ELCS pays for.
  - b. Resolve any inaccuracy immediately (or as soon as possible) with Food Service.
  - c. Record the number of meals received on both the Menu Calendar and Delivery Receipt Log.
  - d. Record any menu changes (or food substitutions) on the menu posted for parents and the Menu Calendar immediately, including the portion size of each food item.
  - e. Store food in a safe manner until service time.
4. Sanitize the tables before food service. (If tables are used for activities prior to service, re-sanitize.)
5. All children (and adults serving them) must wash their hands immediately before the meal/snack.
6. Serve the 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.
8. Students must sit down in front of the complete meal/snack or accept a complete meal in order to count and claim the meal/snack for that child. (Students who do not accept the complete meal/snack should NOT be counted/claimed for reimbursement.)
9. Daily record keeping
  - a. Record meal/snack participation during meal service (with a different mark than attendance).
  - b. Record on the Menu Calendar the total number of meals/snacks served, and seconds served. (A child must accept the meal/snack as a whole unit or sit in front of a pre-plated meal/snack to count it as served.)
  - c. Make sure all food changes are recorded on both the Recording Menu/Calendar and the menu posted for parents.
10. At the end of the day, make sure the paper roster or School Care Works records match the numbers written on the Snack/Dinner Calendar.

**School Care Works:** Attendance and meal records that are entered in School Care Works during meal service are official documents and should not be altered in any way before submitting to Wildwood. To record students who have been missed in SCW, please complete a paper record to show: School name, student first and last names, date of service, the meal/menu details, and the staff member making the record. This Missed ROM form becomes part of the ELCS food program records for the month. All records submitted must be legible, clearly labeled on all pages, and be the original records of the meal details.

Records submitted with your monthly claim must show attendance and meals served by student first and last name.

## Cleanliness & Food Safety

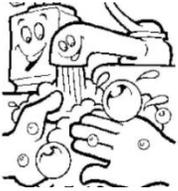
To ensure food safety, keep cold food cold and hot food hot. Store food items at least 6 inches above the floor, even in the refrigerator. The refrigerator temperature must be 40 degrees or less. Perishable food that is out of the refrigerator for 2 hours or more (1 hour if temperature is over 90 degrees)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

## Food Allergies

Food allergies can be deadly, and food allergies 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 serve 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.

## 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: ¼ tsp 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 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.

**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)

**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 for flexibility of meal service.**

## Serving Reimbursable Meals & Snacks through the Child and Adult Care Food Program

**Snack:** 2 different food groups. Each child must take both or sit in front of both items to be counted  
Portion size must meet or exceed Meal Pattern Requirements (see page 2)  
Only healthy foods are allowed (No fast food, junk food, cookies, candy, etc.)  
Served at the pre-approved time for your site  
Snack participation must be recorded at the point of service on the i-pad or on paper  
Number served must be recorded on Snack Calendar along with any menu changes

**Dinner:** 5 Food Groups. Each child must take all 5 food components, including milk, to be counted  
(Super-Snack) Portion sizes must meet or exceed Meal Pattern Requirements (see page 2)  
Only healthy foods are allowed (No fast food, junk food, cookies, candy, etc.)  
Served at the pre-approved time for your site  
Meal participation must be recorded at the point of service on the i-pad or on paper  
Number served must be recorded on the Dinner Calendar, along with any menu changes

**Monthly:** At the end of each month, upload your documentation of meals/snacks to the shared Google Drive in the corresponding Month/Year folder for your site. Although this 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. (Deadline is the 5<sup>th</sup> of the next month, but sooner is better.)

- Monthly records showing Attendance and Meal/Snack Participation (ROMS)
- Snack/Meal Receipt Log; documenting how many units were received each day
- Snack and/or Dinner Menu Calendar; showing counts and any menu changes

**Integrity:** Each of us can help to protect the integrity of the food program. This starts by estimating the number of meals/snacks you will likely use based on trends in your program. If Friday is usually a "light" day, then you can order fewer snacks on Fridays to reduce expenses and food waste. Continue by only claiming the children who participate in meals/snacks each day. Sites rarely use all snacks received every day of the month. You can refrigerate and use leftovers another day, so don't misrepresent the actual numbers that you record. In short, order only what you need, claim only what you serve, and use leftover food wisely.

Wildwood is honored to partnering with DPS for the At Risk After School Food Program and we invite you to contact us with questions, concerns, or suggestion for program improvement.

**The following page includes a link for a short, online test for Discovery Link Program Staff. Please complete the online test as proof of training completion. Scores of 80% or higher are considered passing. If you get less than 80% correct, please review the course material and then re-take the test.**

**Wildwood Child and Adult Care Food Program**

Office phone 303-730-0460



When you have completed this course, click  
[HERE](#) to take the short online test.  
(or you can type this address into your browser)

<https://goo.gl/forms/arviEUQD6nvw3skE3>

Be sure to read and answer each question carefully  
to ensure your certificate is accurate.

**Thank you for choosing**

Wildwood CACFP

...for those who care for children

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