

# At-Risk After-School Meals in the Child & Adult Care Food Program

This training is for Wildwood Child and Adult Care Food Program (CACFP) sponsored programs.

Wildwood CACFP is proud to partner with child care providers to help navigate the USDA Child and Adult Care Food Program. The USDA requires that all staff be trained annually on food program requirements and civil rights compliance.

Some sites/centers receive meals from pre-approved vendors in their area or from School Food Authorities (SFA) in the districts adjacent to the centers. Those programs don't need to do much in the way of planning, preparing or cooking meals. However, it is crucial that all centers, regardless of who prepares the meals, follow CACFP meal patterns to ensure that meals can be reimbursed.



Record-keeping for the food program can also be tricky. Understanding the requirements will help the center to receive the largest reimbursement possible from the USDA for the meals served to children in their care. As with any federally funded program, there are many rules and regulations that go along with the CACFP. This training covers the basics.



**Healthy meals support children's growth and development.** By creating a pleasant mealtime environment, you can help children to learn healthy eating habits and explore new foods while encouraging the use of table manners and positive social skills.

At-Risk programs may be reimbursed for up to 1 meal/1 snack per day per child. Most sites serve only 1 meal per day due to the short schedule of after-school service hours.

Meals served and claimed on the food program must follow the meal patterns for the CACFP and be at least the minimum serving size for the age of students served. Extra food is always okay, but only healthy foods are allowed in the CACFP – no fast food, junk food, cookies or candy.

## MEAL PATTERNS

### Food Components

At-Risk After-School Meal Patterns include 5 different food groups. Food groups are called components. Together, the various components make up each meal.

1. Milk: includes only low-fat or non-fat fluid, drinkable milk
2. Vegetable: fresh, canned, frozen or cooked vegetables in a variety of colors are encouraged
3. Fruit: a variety of fresh, canned, frozen, cooked or dried fruits is encouraged
4. Meat/Meat Alternate: protein-rich foods including lean meat, fish, eggs, yogurt, cheese, lentils/beans, tofu and nuts (or nut butters)
5. Grain: Bread, tortillas, crackers, muffins, pretzels, popcorn, cereal, rice and many other food items count toward the grain component. Grain components are measured based on the weight (ounce equivalents) of the flour that they include.

To receive reimbursement, each meal must include food components as listed below:

**Breakfast: Must include these 3 components**

Milk (low-fat or non-fat)

Vegetable, Fruit or Both

Grain (meat/meat alternate may be served up to 3 times/week in place of grain)

**Lunch/Dinner: Must include a food item from each of the 5 components**

Milk (low-fat or non-fat)

Vegetable

Fruit (a second, different vegetable may be served in place of fruit)

Grain

Meat/Meat Alternate

**Snack: Must include 2 food items from 2 different food groups**



Fluid Milk



Vegetable



Fruit



Meat/Meat Alternate



Grain

## Additional Menu Notes

- Children 6 years or older may be served low-fat or non-fat flavored milk. Each child must be served a full portion, 8 ounces, of milk.
- A minimum of 1 grain component per day must be Whole Grain-Rich (WGR). When a site serves only 1 meal per day, any grain components served must meet the WGR requirement. Separate training is available on Whole Grains.
- Ready-to-eat breakfast cereal must be low-sugar with no more than 6 grams of sugar per dry ounce.
- Yogurt must be low-sugar with no more than 23 grams of sugar per 6 ounce serving.
- At Snack, only 1 component may be a liquid. For example, if vegetable/fruit juice is served, milk cannot be the other Snack component.
- When serving nuts or nut butter as a meat alternate for Lunch/Dinner meals, another meat alternate must be served in addition to the nuts/nut butter to account for ½ of the required serving.
- Condiments like ranch dressing, ketchup, mustard or cream cheese do not count toward meal components.


*Please note: This training does not cover all possible scenarios. If there are specific questions about menus or food components, Wildwood staff are available to provide additional information.*

## Breakfast

Breakfast is comprised of 3 components: a fruit/vegetable, a grain and milk. A meat/meat alternate may be substituted for the entire grain component no more than 3 times per week.

Breakfast may be reimbursed on non-school days by sites that are pre-approved to serve Breakfast. It is uncommon for ARAS sites to serve Breakfast, but it does happen occasionally.

### What is in a Breakfast?




- Milk (8 fluid oz or 1 Cup)
- Vegetables, Fruits, or Both (½ C)
- Grains (1oz eq)
- Sometimes we serve a meat/meat alternate (such as eggs, yogurt, or cheese) in place of the grains at breakfast.

## Lunch

Lunch must contain all 5 components: milk, meat/meat alternate, vegetable, fruit and grain. While Lunch and Supper have the same number of components and portion size requirements, Lunch only may be reimbursed on non-school days by sites that are pre-approved to serve Lunch, while Supper may be served after the school day concludes.

### What is in a Lunch?



- Milk (8 fluid oz or 1 Cup)
- Meats/Meat Alternates (2 oz)
- Vegetables (½ Cup)
- Fruits (¼ Cup)
- Grains 1 oz equivalent)

Some programs call the Supper meal a “Super-Snack.” Notice that Lunch/Supper portions include double the amount of meat/meat alternate as compared to Breakfast or Snack.

Lunch/Dinner may include a second, different, vegetable in place of a fruit. Research shows that children get more fruit than vegetables in their regular daily diet, so serving additional vegetables may improve children’s overall nutritional intake.

## Snack

Snack is the smallest, and the most flexible, of the meals because food items may come from any 2 of the 5 food groups. The 2 Snack components must be from 2 different food groups. As mentioned in “Additional Menu Notes,” only 1 liquid may be served at Snack.

After-school Snack is the most commonly served meal for At-Risk sites due to minimal preparation required and the ease of storing the volume of food needed for large groups of children. When serving fruits or vegetables at Snack, the portion size is larger than it is at Breakfast, Lunch or Dinner.

### What is in a Snack? Pick 2:



- Milk (8 fluid oz or 1 Cup)
- Meats/Meat Alternates (1 oz)
- Vegetables (¾ Cup)
- Fruits (¾ Cup)
- Grains (1 oz eq)

## Portion Sizes

At-Risk meal programs are intended for children ages 6 years – 18 years. Portion sizes listed for each type of meal, as seen in the images above, reflect the minimum amount of each food item that must be given to each child if the meal is being reimbursed. Larger portions (or additional food items) are just fine.

For At-Risk meal reimbursement, all components of the meal must be served at the same time. Each child must be given all the required components: 2 for Snack, 3 for Breakfast or 5 for Lunch/Dinner.



# MEAL SERVICE

## Timing of Meal Service Matters

Each site has pre-set time ranges when meals will be served. The time range allows Wildwood staff or state CACFP auditors to observe meals as part of regular, required site monitoring. Meal times can be adjusted after communicating the details to Wildwood so that the site application can be updated. Meals served outside of the pre-set time range should not be claimed for reimbursement.



## Meal Preparation and Food Safety

- Before meal service, tables/desks must be cleaned and sanitized using the 3-step process listed below
- Children and staff must wash their hands with soap and running water immediately before the meal/snack
- Food must be stored and transported properly prior to meal service to ensure food safety
- Leftovers must be wrapped/sealed, dated and stored at least 6 inches off the floor, even in the refrigerator, to preserve food safety
- Ensure the menu is suitable for children with food allergies or that substitutions are made

**Hand sanitizer may be used when running water is not available (example: field trips). Hand sanitizer is NOT an acceptable substitution for handwashing when running water is available.**

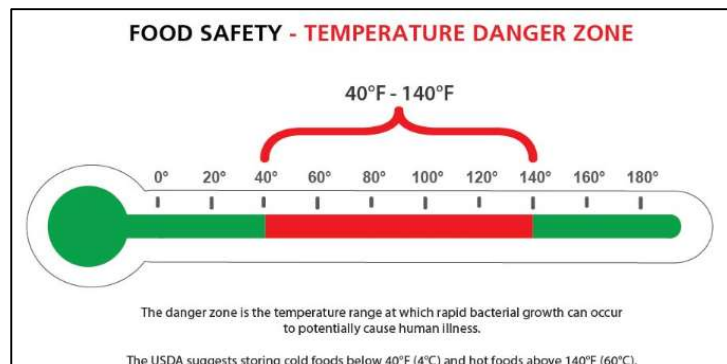
### 3-Step Table Cleaning Process

- Wash with warm, soapy water
- Rinse with clear water
- Sanitize and air dry



Wear gloves when serving bulk foods and fresh fruit. If the same person is serving and doing record-keeping, it may be helpful to put a glove only on 1 hand as a reminder that 1 hand is to remain sanitary for serving food.

**Refrigerator temperature should be checked regularly and must be 40° or lower.** Keep perishable food hot or cold until serving time. Wrap or seal open food items that are left over and write the date on the package. Place perishable leftovers in the refrigerator so that they may be used at a later date. Leftover items that are made by hand, like sandwiches, can be kept and used for a total of 2 days. Pre-packaged food items may be kept and used until their printed expiration date. Perishable food items (milk, yogurt, meat/cheese) that have been unrefrigerated 2 hours (this amount of time is cumulative) or longer should be thrown away after the meal service. Non-perishable food items can be stored for use another day.



## Equal Treatment For All Children

To ensure children are treated equally, serve meals to all children in attendance at the time of service. The only exception would be a child with a documented food allergy, which will be covered later in this training. All meal components must be served at the same time to each child to be reimbursable. Children may place unwanted, unopened food items in a designated location called the “Share Spot.”

## Reducing Food Waste



**Students who want more food after consuming their own meal may take an item from the Share Spot.** Keep Share Spot food separate from unserved food. Shared items have already been served and recorded for the original recipient. Share Spot items may NOT be counted or claimed a second time, which is why it is important to keep them separate from unserved food items.

**Can children take food items home?** Children may take only 1 non-perishable food item from their own meal or the Share Spot when they leave for the day. This can be a grain, fruit or vegetable. Children may

NOT take milk or meat/meat alternate items home due to food safety concerns and liability. This flexibility is allowed by the USDA Traveling Apple Policy.

## Children with Food Allergies or Special Medical Needs

Centers must provide food substitutions to protect children from harm when a food allergy or medical need is brought to their attention by a parent, guardian or medical professional. When simple food substitutions can be made that follow the meal patterns (example: give the child an apple if they have a sensitivity to citrus fruit), meals can be reimbursed without the need for additional paperwork. When food substitutions do not follow the meal patterns, the parent/guardian may request that their doctor complete and sign a Special Diet Statement (SDS). The SDS specifies the food(s) to omit from the participant’s diet, recommended substitute(s) and a brief explanation of how exposure to the food affects the participant. Having a SDS or Medical Statement on file allows the center to serve meals that accommodate the needs of the child even though the food may not align with the meal patterns. A documented medical need supersedes the meal patterns, so meals served to children with a SDS can be claimed for reimbursement. Please forward a copy of any SDS received to the kitchen manager, food vendor and Wildwood CACFP to ensure they are aware of any special dietary needs.



**Food allergies/medical needs are protected by the Americans with Disabilities Act.** When food allergies are documented, the center/kitchen must provide allergen-free (SAFE) food items for the affected child in order to be reimbursed. Common allergens are listed below:



If a child has a food preference that does **not** include a documented medical need, staff may choose either to make substitutions using food items on-hand that follow the meal patterns or to serve the regular meal and remind the child that any unwanted items can be placed in the Share Spot. If a child is given an incomplete meal, it should not be claimed for reimbursement.

# RECORD-KEEPING

## Records Needed For At-Risk Meal Reimbursement

- Menus must be printed and posted for parents and the public to view
- Daily attendance records (sign-in/sign-out)
- Daily Records of Meals Served (ROMS) showing which children are served
- Receipts showing vended meal details and/or food and supply purchases

Receiving federal funding comes with detailed record-keeping expectations. Without accurate records, meal reimbursement may be reduced or denied altogether. All records related to the food program must be kept for a minimum of 3 years and 4 months to meet USDA requirements.

## Menus

### Menus must include the following:

- the month/day/date
- the site name
- the individual food items that make up each meal
- any changes or substitutions must be hand-written on the paper menu
- the portion size of each food item is highly recommended
- the civil rights non-discrimination statement

A scan of the marked-up menu/calendar, showing all adjustments and notes, should be submitted to Wildwood each month with the claim.

## ROMS (Record of Meals Served)

Attendance is a pre-requisite of meal service. Meals/snacks cannot be served to children who are not present at the time of meal service. Attendance and meal service records should include a key to allow anyone who reviews the records to understand what is represented. For example, if a checkmark represents attendance, then include a note or key on the record that indicates "✓ = Attendance."

Records of Meals Served (ROMS) must be completed at the time the meal is served. A trained staff member who serves the child or visibly sees the child being served or sitting with their food should record the meal. Staff may not assume that all children were served unless they personally observe the serving of each child. Meals may be documented on the same form as attendance as long as attendance and meals are different markings. For example, "S" could be used to indicate a Snack was served or "D" may represent Dinner was served. Whatever marking is used, be consistent and communicate the plan with all staff members. And be sure to include a key ("S=Snack") to help Wildwood claim processors who review the records.

Each child must receive a complete meal in order to be counted/claimed for reimbursement. If extra meals are available after all children have been served, seconds may be offered. Second meals that are recorded may be reimbursed. Second meals must include all components of the original meal.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 WG Blue Chip Corned (1 ea) 1% White Milk (1/2 Pint)	3 WG Turkey Chili (100) Salad (3/4 Cup)	5 Candy Strips (3/4 Cup) 1% Milk (1/2 Pint)	7 Caramel Muffin Squares (2 ea) 1% Milk (1/2 Pint)	9 WG Turkey Sandwich (1 ea) WG Bread & 1 Oz Turkey
9 Low Sugar Yogurt (4 Oz) Fruit (3/4 Cup)	10 Cheese Slices (1 ea) Orange Wedges (3/4 cup)	11 Raisin Stuffed Puffs (2 Oz) 1% White Milk (1/2 Pint)+1 Cup	13 1/2 Whole Butter & Jelly Sandwich (2 Oz) 1 slice WG Bread & 1 Oz Whole butter	15 Candy Strips (1/4 Oz) 1% Milk (1/2 pint)
16 Cheese Slices (1 ea) Candy-Bk WG (1 Oz)	17 1/2 Turkey Sandwich (2 Oz) 1 slice WG Bread & 1 Oz Turkey	18 Blueberry Muffin (2 Oz) 1% White Milk (1/2 Pint)+1 Cup	19 Biscuits (3/4 Cup) 1% White Milk (1/2 Pint)+1 Oz	20 Low Sugar Yogurt (4 Oz) WG Cranberry Pile (1 ea)
23 WG Blue Chip Corned (1 ea) 1% White Milk (1/2 Pint)	24 WG Turkey Chili (100) Salad (3/4 Cup)	25 Candy Strips (3/4 Cup) 1% Milk (1/2 Pint)	26 Caramel Muffin Squares (2 ea) 1% Milk (1/2 Pint)	27 Turkey Sandwich (1 slice WG bread & 1 Oz Turkey)
30 No School, Memorial Day	31 Cheese Slices (1 ea) Orange Wedges (3/4 cup)	1 Raisin Stuffed Puffs (2 Oz) 1% white Milk (1/2 Pint)+1 Cup	2 1/2 Whole Butter & Jelly Sandwich (2 Oz) 1 slice WG Bread & 1 Oz Whole butter	3 Candy Strips (1/4 Oz) 1% Milk (1/2 pint)

**MENU INFORMATION**  
All bread/grain items served are whole grain rich

For more information on menus please visit: [www.wildwood.k12.mo.us](https://www.wildwood.k12.mo.us)  
\*Menu items, amounts and subject to change.  
This institution is an equal opportunity provider.

## Digital vs. Manual Records

Using digital records or software to mark which children are in attendance and served is recommended and reduces the risk of lost paper records. Technology is not perfect, so double-check attendance and meal counts at the end of the meal service to ensure accuracy. Verifying records the same day helps to catch any missing details or errors before the child leaves for the day. Meal service **MUST** be recorded at the point of service. If there is no record that a meal was served, reimbursement will be denied. Each site must have an established process in place to ensure meals that are served are also documented in a consistent manner.

A paper roster (see above) may be used to mark attendance and ROMS in addition to online software. Paper records can be used as a back-up to verify meals if technology fails. Paper records must include the site name, date, first and last name of children and a key on every page. Keep in mind that the paper record is the “original record” and must be kept for 3 years and 4 months. A small number of sites do not use digital records or software. Those sites use manual recording on paper as the only means of record-keeping. In those cases, all records must be kept for 3 years and 4 months.

01/13/2023 3:16 pm CST Z Wildwood Test Center (999) (303) 730-0460			Weekly Attendance & Meal Count Worksheet																									Sponsor: Wildwood CACFP 3037300460									
			01/09/2023 MONDAY					01/10/2023 TUESDAY					01/11/2023 WEDNESDAY					01/12/2023 THURSDAY					01/13/2023 FRIDAY														
CLASSROOM #:	sch	CHILD NAME	Att	B	A	L	P	D	E	Att	B	A	L	P	D	E	Att	B	A	L	P	D	E	Att	B	A	L	P	D	E	Att	B	A	L	P	D	E
1	11y 8m	63	BAXTER, VALERIE																																		
2	12y 2m	1	BOOIE, BABA																																		
3	4y 3m	5	BOWIE, DAVID																																		
4	5y 8m	38	CHAPSTICK, SUZIE																																		
5	13y 7m	66	CLAIGHORN, ELLEN																																		
6	12y 6m	41	CRENNER, SUE																																		
7	13y 10m	2	DAVIS, BETTY																																		
8	17y 6m	40	ELWAY, JOHN																																		
9	19y 11m	65	FOSTER, JODY																																		
10	10y 9m	4	JACKSON, MICHAEL																																		
11	21y 7m	8	JOHN, ELTON																																		
12	11y 0m	7	LENNON, JOHN																																		
13	10y 10m	7	NICKS, STEVIE																																		
14	14y 5m	32	NIXON, RICHARD																																		
15	11y 8m	31	OSBOURN, OZZIE																																		
16	13y 6m	35	OSMOND, DONNIE																																		
17	12y 6m	33	OSMOND, MARIE																																		
18	13y 3m	6	REYNOLDS, BURT																																		
19	17y 6m	39	SNEED, SAM																																		
20	5y 6m	67	START INFANT, HEAD																																		
21	11y 6m	3	TONE, TOMMY																																		
22																																					
* Special Diet																																					
Daily Totals:																																					
Total Nbr of Program Staff Meals:																																					

CXFORMID1008 60887 I certify that the information on this form is true and correct to the best of my knowledge and that I Mark only an "X" within the lines! This may be read by a machine. Page 4 of 4  
will claim reimbursement only for eligible meals served to eligible participants. I understand that misrepresentation may result in prosecution under applicable state or federal statutes.  
Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

## Receipts

**For sites that use a food vendor:** Each day, staff should verify the number of meals, determine details of meals provided by the food vendor and document any shortages, concerns or substitutions to reflect the specific foods received for each meal. This includes recording food temperatures of hot and/or cold food that has been transported between the vendor location and the center. Receipt logs must be completed by the vendor and site staff and submitted to Wildwood monthly with the menu and claim.

**For sites that self-prepare meals:** Receipts or invoices for all food and supplies must be forwarded to Wildwood monthly. Receipts are used to verify that food items purchased align with the menu and meet food program requirements. Receipts also demonstrate that adequate quantities are available to serve the meals claimed. Centers may not make a profit from meal reimbursement, so receipts are also used to ensure food service expenses meet or exceed the amount reimbursed.

Like other food program records, receipts, receipt logs and invoices must be kept for a period of 3 years and 4 months to meet USDA record-keeping requirements. Keeping digital copies is permissible.

Scanned/Digital Records: When scanning records to keep digital copies, it is important that the digital document be opened and verified for clarity and completeness. Look over the scanned document to ensure legibility and confirm that the total number of pages matches the original paper record. Best practice is to name digital files to reflect the site name, month, year and contents (example: "Jan 2023 Receipts ABC Center").

**This form is to be posted on your fridge for the entire month.**  
At the end of each month, scan and upload this completed form in the 2022-23 Food Program Google Folder or email to [maureen@wildwoodcacfp.org](mailto:maureen@wildwoodcacfp.org) Questions: call 303-730-0460

**Afterschool Dinner (Super-Snack) Tracking Sheet**

School Name/Site Location: \_\_\_\_\_

Jan 2023

		Food Services Initials	# Meals delivered	Extended Learning Initials	# Meals received
Monday	1/2/2023	No school	No School	No School	No school
Tuesday	1/3/2023				
Wednesday	1/4/2023				
Thursday	1/5/2023				
Friday	1/6/2023				
Saturday	1/7/2023				
Sunday	1/8/2023				
Monday	1/9/2023				
Tuesday	1/10/2023				
Wednesday	1/11/2023				
Thursday	1/12/2023				
Friday	1/13/2023				
Saturday	1/14/2023				
Sunday	1/15/2023				
Monday	1/16/2023	No School	No School	No School	No School
Tuesday	1/17/2023				
Wednesday	1/18/2023				
Thursday	1/19/2023				
Friday	1/20/2023				
Saturday	1/21/2023				
Sunday	1/22/2023				
Monday	1/23/2023				
Tuesday	1/24/2023				
Wednesday	1/25/2023				
Thursday	1/26/2023				
Friday	1/27/2023				
Saturday	1/28/2023				
Sunday	1/29/2023				
Monday	1/30/2023				
Tuesday	1/31/2023				
<b>Total Snacks:</b>					

INSTRUCTIONS: The blue columns are for Cafe/Kitchen to fill-in. The white columns are for Extended Learning Staff to fill in. PLEASE ensure you actually count the number of meals received each day. The number of meals provided by food service and received by ELCS should match. If they don't match, please make note of any missing items or shortages and communicate with the Cafe manager as soon as possible.

Dinner delivery/receipt Log

## OTHER IMPORTANT INFORMATION ABOUT THE CACFP

### Site Monitoring and Meal Observation

At least 3 times per year, Wildwood will conduct a site visit that includes a thorough review of the menu, meal service process and record-keeping to ensure adherence to USDA requirements. Reviews must be completed during open hours when children are in care. Reviews are done in-person at the school/site with at least 2 reviews per year being unannounced. Participating in and allowing site reviews is mandatory. Refusal to allow Wildwood to conduct a site review will result in disallowance of the meal that was intended for observation.



Any meal records that are incomplete at the time of a site review cannot be reimbursed and will require a Corrective Action Plan to be created and implemented by site leadership to address findings of non-compliance. Failure to complete a Corrective Action Plan in a timely manner may result in termination from the CACFP, disqualification from federally funded programs and/or responsible persons for the site/program being put on the National Disqualified List for a period of 7 years.

Site monitoring is intended to be a transparent process and exists to protect the integrity of the Child and Adult Care Food Program. Wildwood follows USDA regulations and uses monthly claim reviews and site monitoring to find and improve any compliance concerns in the operation of the food program.



## Civil Rights

**Federally funded programs require civil rights notification and non-discrimination.** The non-political rights of all United States citizens are protected by the U.S. Constitution. Civil rights compliance requires that all participants be treated equally with regard to meal service.

Each site must display prominently an 11" X 18" Civil Rights Poster, including the current non-discrimination statement, in a public-facing space. Old or outdated Civil Rights Posters should be removed. The poster notifies the public that the organization receives federal funds and will not discriminate against persons based on protected classes. The image shown here includes English and Spanish instructions for how to make a civil rights complaint if a person feels they (or their child) have been discriminated against. Posters are available in many languages and can be requested from Wildwood if a replacement is needed.

Civil rights protect participants based on race, color, national origin, sex (including gender identity and sexual orientation), disability and age. Participants are also protected from reprisal or retaliation for prior civil rights activity.

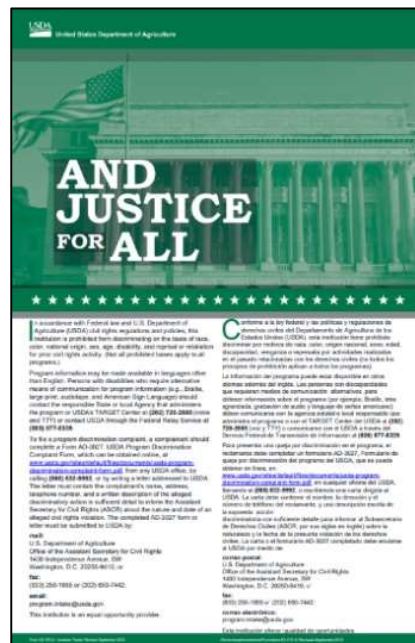
Program documentation that mentions the Child and Adult Care Food Program (CACFP), the United States Department of Agriculture (USDA) or the receipt of federal funds must include the non-discrimination statement. Examples of documentation that must include the non-discrimination statement include, but are not limited to, the center's monthly menu, social media pages (example: pictures of children eating a meal/snack), the center's website and the center's parent handbook.

Items longer than one page require the full non-discrimination statement (written below), while brief documents may utilize the abbreviated statement ("This institution is an equal opportunity provider.") with approval of the state CACFP office. Wildwood has approval for sponsored sites to use the abbreviated non-discrimination statement on menus.

### Non-discrimination Statement (Revised May 2022)

**In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at 202-720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at 800-877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online, from any USDA office, by calling 866-632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by: 1) Mail: US Department of Agriculture Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; 2) Fax: (833) 256-1665 or (202) 690-7442; or 3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)**

**This institution is an equal opportunity provider.**



## Reap the Rewards of the CACFP

CACFP reimburses for meals served to children in care when menus follow the meal patterns, record-keeping is complete and accurate and claims are submitted in a timely manner.

At the end of each month, meal records must be submitted to Wildwood for verification and processing. After reviewing the records, Wildwood shares any concerns and notes with site leadership to increase knowledge about the food program, clarify any questions and suggest opportunities for improvement.

Working as a team, Wildwood helps At-Risk After-School programs to maximize their reimbursement while also following program guidelines.



If you have questions about the food program, please call or email your sponsor.

**Wildwood Child and Adult Care Food Program**

**Phone: 303-730-0460**

**Website: [www.wildwoodonline.org](http://www.wildwoodonline.org)**

**Email: [centers@wildwoodcacfp.org](mailto:centers@wildwoodcacfp.org)**

Click [HERE](#) to complete a short online quiz as proof of training completion.  
Or type the following in your browser: <https://forms.gle/ChYfb8aQKiKT5e8SA>