



DENVER
PUBLIC
SCHOOLS

Discovery Link

Extended Learning and Community Schools

At Risk After School Food Program Training

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 key staff an overview of the program as well as information on how to complete the necessary records of attendance and meal service. Please read through the contents and complete the 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 on 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, which is managed by Wildwood CACFP. Meal time changes are allowed and will be completed by a Wildwood Program Monitor.
- At each meal or snack service, Discovery Link staff (who have been trained on CACFP guidelines) are required to accurately record the foods served and the children who participate in that meal or snack.
- Records of Meal Service (ROMS) should be kept for a minimum of 3 years and 4 months after meal service and must be kept on-site (or at the Acoma office) and made available to representatives of Wildwood, CDPHE and/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. Falsifying records is considered fraud. Inaccurate records may result in Serious Deficiency Determination, which will require a Corrective Action Plan 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, 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.)

Serving sizes are required to be a 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 show for the age of recipient. The following chart provides serving size requirements for At Risk After School (ARAS) Programs.

Children in care may be claimed for 1 meal and/or 1 snack per day in the At Risk After School Program through CACFP.

CACFP Meal Pattern Requirements for At Risk After School Programs

Food Component for Age 6-18	Breakfast ****	Lunch/Supper	Snack*
Milk Fat Free or 1% Milk	1 Cup	1 Cup	1 Cup
Vegetable ***	1/2 Cup	1/2 Cup	3/4 Cup
Fruit ***	1/2 Cup	1/4 Cup	3/4 Cup
Grain/Bread ***** Bread; or Cornbread, Biscuits, Buns, Muffins; or Cold Dry Cereal*****]; or Cooked Pasta/Noodles; or Cooked Cereal or Cereal Grains	1 Slice - 1 ounce 1 Serving - 1 ounce 3/4 Cup - 1 ounce 1/2 Cup 1/2 Cup	1 Slice - 1 ounce 1 Serving - 1 ounce 3/4 Cup or 1 ounce 1/2 Cup 1/2 Cup	1 Slice - 1 ounce 1 Serving - 1 ounce 3/4 Cup or 1 ounce 1/2 Cup 1/2 Cup
Meat and Meat Alternates 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 or 1 Cup	1 ounce 1 ounce 1/2 Large Egg 1/4 Cup 2 TBSP 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 need 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. In 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 serving sizes shown are the minimum requirements to be creditable and reimbursed by CACFP. You may serve more than is required, but not less.

Meal Service Preparation

- Before meal/snack service, tables must be cleaned and sanitized per food safety guidelines.
- Students must wash their hands with running water and soap immediately before being served. Hand sanitizer may only be used when running water is not available, i.e. on a field trip. Otherwise, hand sanitizer is NOT allowed in licensed care facilities.

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. At the end of the day, total attendance should be transferred to the Snack/Meal Calendar. (attendance and meal service numbers usually do not match)

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 serving size to accurately reflect what is served to students 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. 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 of meals/snacks served to students should be transferred to the Snack/Meal Calendar. Verbally offering a meal/snack does NOT qualify that food to be counted/claimed. To be counted/claimed, the complete meal/snack must be served to or accepted by the student.

Recording Seconds: Any student who accepts (or sits in front of) a complete meal or snack can be included in the "Number Served". Students who accept (and sit for enough time to consume the amount they choose) a complete second serving may be counted in "Seconds Served". Seconds may be tallied on the 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/Meal Calendar. Verbally offering a meal/snack does NOT qualify to be counted/claimed. To be counted/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 counted as served. These leftover items, if they are stored properly, may be used as extras 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 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 as needed for file reviews.

The USDA requires recording of attendance, menus and meal service to be completed daily. Any records found to be incomplete 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 implemented in the allowed time frame, the program may be terminated from the Child and Adult Care Food Program.

On-Site Process for Food Service

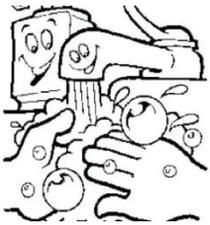
1. Post the meal/snack menu for public/parents to see at drop-off/pick-up area.
2. Pre-Order meals/snacks for your site based on enrollment and usual attendance numbers.
3. Check-in the Snacks/Dinners when they are received.
 - a. Check for accuracy, count and record the number received, as this is how many you pay for.
 - b. Resolve any inaccuracy as soon as possible with Food Service or Food Vendor.
 - c. Record the number received on both the Menu Calendar and Snack Delivery Receipt Log.
 - d. Record any menu changes or food substitutions on the menu posted for parents and the Menu Calendar immediately, including the amount/serving size of each food.
 - 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 must wash their hands immediately before each meal/snack.
6. Offer the meal/snack in a friendly atmosphere and allow enough time for students to eat the food.
7. Wear gloves when handling any ready to eat (open) foods. (packaged foods do not require gloves)
8. Students must sit down in front of the meal/snack or accept it as a complete unit in order to count and claim the meal/snack for that student. (Students who do not accept the complete meal/snack or sit in front of a meal/snack may NOT be counted/claimed.)
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 number of meals/snacks served, and seconds served.
(The 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 any food changes are recorded on both the Recording Menu/Calendar and the menu posted for parents.
10. Upload site paperwork (meal records) as soon as the month is completed to the shared Google-Drive Folder in the appropriate month/year for the site.

School Care Works: Records of Meal Service 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 document student names, date of service, and staff member making the record. This form becomes part of the ROMS for that month.

Cleanliness & Food Safety

To ensure safe foods, keep cold food cold and hot food hot. All food must be stored at least 6 inches above the floor, even in the refrigerator. The food temperature DANGER ZONE is 40-140 degrees. Never leave perishable food out for more than 2 hours (1 hour if temperature is over 90 degrees).

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 the tables immediately before each meal/snack service. Start by washing any debris off with warm-soapy water followed by a clean water rinse. Finally, spray with a bleach/water solution and allow to air dry. If tables are sanitized ahead of time, they should not be used before food is served. If children sit at or use tables for activities before meal/snack, tables must be re-sanitized prior to food service.



(Bleach solution: $\frac{1}{4}$ 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 can 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 Throw out

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.

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.

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

Snack: 2 different food groups – students must take both or sit in front of both to be counted
Serving size must meet or exceeds 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
Snack participation must be recorded at the point of service
Number served must be recorded on Snack Calendar along with any food changes

Dinner: 5 Food Groups – must take all 5 food components, including milk to be counted
Serving sizes must meet or exceed 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
Meal participation must be recorded at the point of service
Number served must be recorded on the Dinner Menu, along with any food changes

Monthly: At the end of each month, upload your documentation of meals/snacks to the shared Google-Drive in the appropriate 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 5th 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 received each day
- Snack and/or Dinner Menu Calendar – showing counts 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 order fewer snacks on Fridays. Continue by only claiming the children who participate in meals/snacks. Sites rarely use all snacks received every day of the month, so don't misrepresent the actual numbers that you record. In short, order only what you need and claim only what you serve.

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

The following page includes a link to the online test for Discovery Link Program Staff

**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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Website: www.wildwoodonline.org

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