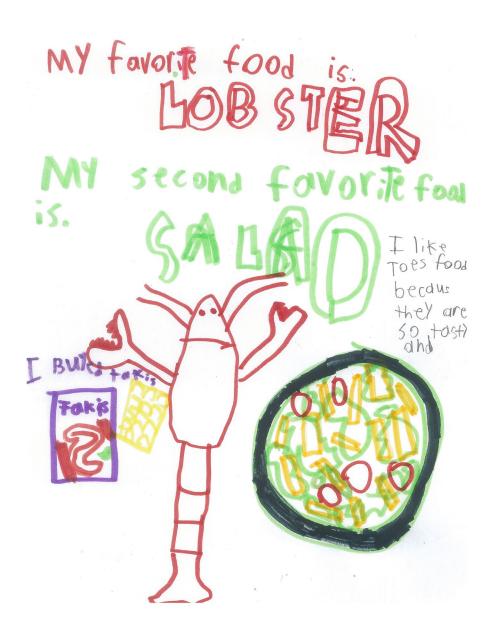


CACFP Training

Afterschool At-Risk Kids Café Training 2024-2025

School Year duration: 8/12/24-5/23/25

Taylor Thompson, M.P.H
Youth Programs Coordinator

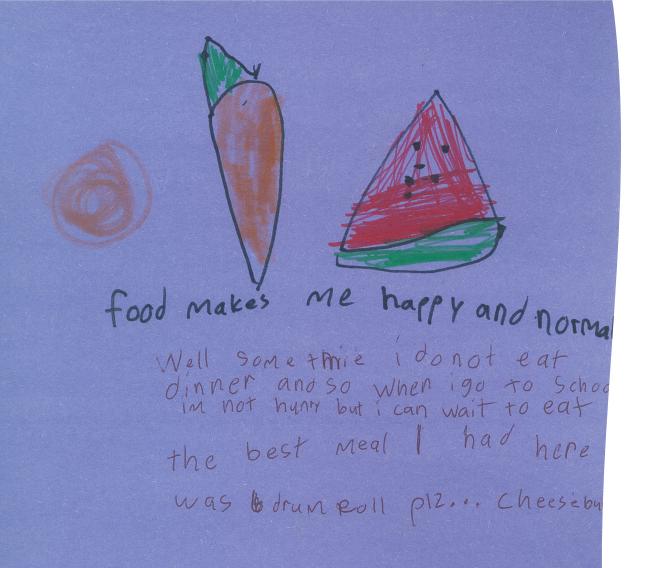


AGENDA

- CACFP
- Program Requirements
- Meal Service
- Responsibilities
- Compliance
- Online Processes
- Questions?

CACFP



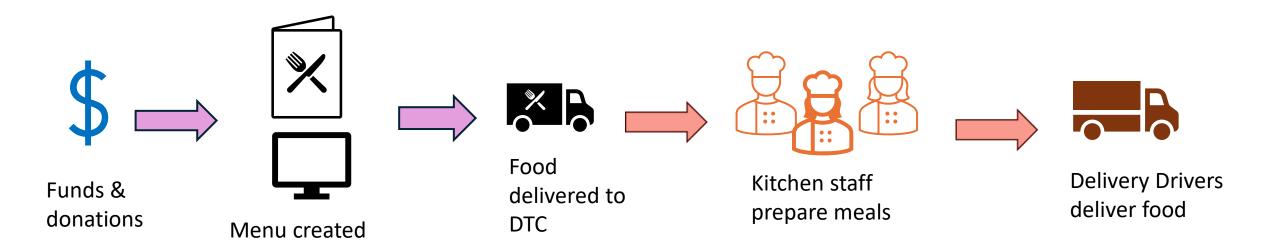


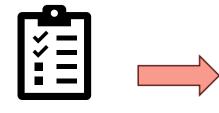
What is CACFP?

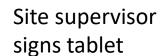
 The Child and Adult Care Food Program (CACFP) is a federal program that provides reimbursements for nutritious meals served to children and youth participating in afterschool care programs.



How does CACFP work?

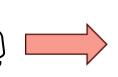


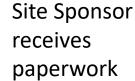


















Paperwork

entered





Claim filed

Kid's Eat & Site Supervisor Completes & sends in paperwork

5

Test your Knowledge

- Dare to Care uses only donated food to prepare food for the Kids Café program. True or False
- Dare to Care only prepares Kids Café meals in their community kitchen.
 True or False
- I can serve meals any time afterschool. True or False







When can I serve?

- Meals must be served during approved meal service times
- Any changes in meal service time must be approved by DTC prior to service
- Any meals served outside of the approved meal service time may not be claimed for reimbursement

Where can I serve?

CONGREGATE FEEDING IS A FEDERAL REQUIREMENT

- Locations in approved meal service areas are determined by DTC
- Location may not be changed or moved without prior approval
- Locations should be easily accessible and a safe place for children to gather

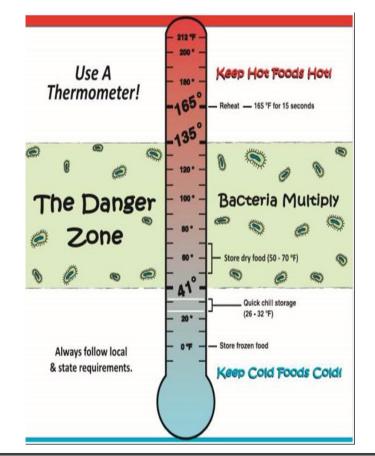
- All meals must be eaten in the presence of site staff
- Any meal taken off site may not be claimed for reimbursement













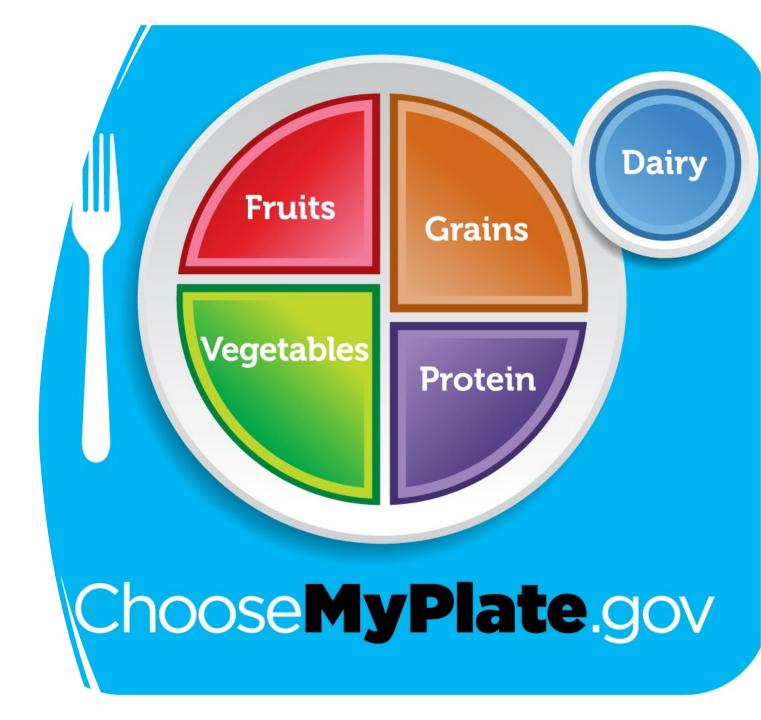
Food Safety

Kitchen Meals – Supper

- Delivery tickets should be signed after Cambro is checked if driver doesn't present the ticket, please ask them
- Check the food temperature 30 minutes prior to serving and at serve time
- Pans and utensils MUST be free of food debris after meal service and before they are put back into the Cambro. This includes removing all unused product. We cannot use it again for meal service and it can easily mold/get gross before we pick it up.
- Closures and any other changes (meal count, times, etc.) must be submitted at least 2 days in advance, allowing our kitchen time to adjust their ordering and food preparation schedule.
- * special note * our kitchen staff works M-F to prepare upwards of 1,600 meals at one time and cannot accommodate last minute changes. Failure to submit changes and closures may result in invoices sent to your sites to cover the price of food lost.
- Delivery drivers cannot make personal calls to sites regarding orders

Meal Pattern and Menus

- Menu must be posted
- Serve meals at approved serve time
- Children MUST take ALL items
- Milk is required
- Do not add food (or serve any special items after supper)
- You may serve water, but it does not replace milk
- Change menu as needed sponsor will communicate any changes



Sample Menu

Winter 2023 Rotating Menu

Frida Monday Tuesday Thursday Wednesday Chicken and Rice Bake - 3.5 oz Orange Chicken- 4 oz Beef and Bean Chill - 6 oz TACO TUESDAY Fried Chicken Drumstick WG Crackers - 1 oz WG Rice - l oz Beef fajita with peppers and WG goldfish crackers – l oz WG Dinner Roll -(1 each) Mashed Potatoes and Gravy - ½ cup Seasoned Broccoli- 1/2 cup onions- 2 oz Baked Potato - I each Seasoned Broccoli- 1/2 cup Fresh Pear-l each WG flour tortilla- 2 each Fresh Pineapple - 4 oz Grapes - ½ cup Mandarin Cup - l each Skim Milk - 8 fl. oz. Refried pinto beans.- 1/2 cup Skim Milk - 8 fl. Oz. Skim Milk - 8 fl. Oz. Skim Milk - 8 fl. Oz. Fresh Apple-l each Skim Milk - 8 FL oz Beef Nachos Honey Mustard Chicken Beef Lasagna- 4 oz Cheeseburger -Chioken, Cheese, & Pasta WG Twisted Breadstick - I each WG Nacho Chips - 1 oz Burger with Cheese Slice - I each WG Rice - 1 oz WG Lasagna Sheets -1/2 cup Four-Way Vegetables -1/2 cup Crinkle Cut carrots - 1/2 cup WG Bun - I each Garden Veg blend – ½ cup Seasoned broccoli - 1/2 cup Fresh Pineapple – 4 oz Fresh Orange - I each Potato Wedges - ½ cup Fresh Pear- 1 each Fresh Grapes – ½ cup Skim Milk - 8 fl. Oz. Skim Milk - 8 fl. Oz. Fresh Apple - l each Skim Milk - 8 fl. Oz. Skim Milk - 8 fl. Oz. Skim Milk - 8 fl. Oz. Beef Enchilada Casserole Chicken Fajita Soft Tacos W Spaghettí Bolognese Fried Chicken Salisbury Steak – 1 each peppers and onion 6 oz meat and pasta WG Mac & Cheese - 6 oz WG Twisted Breadstick - leach (leach) Mashed Potatoes – ½ cup WG Flour Tortilla WG Dinner Roll – l each Green Beans- ½ cup 1/2 oz shredded cheese Seasoned Veg Mix - ½ cup Fresh Grapes - 1/2 cup Brown Gravy - 1 oz Seasoned Corn - 1/2 cup Pinto Beans - 1/2 Cup Fresh Banana- 1 each Skim Milk - 8 fl. Oz. Fresh orange - 1 each Fresh Plum – l each Fresh Orange - I each Skim Milk - 8 fl. Oz. Naples Meatball Sub-leach Moroccan Chickpeas & Orzo Beef Nachos – 2.5 oz Baked Rotisserie Chioken-leach Turkey Sausage Bratwurst - 1 each 2 Meatballs 3.5 oz WG Tortilla Chips - 1 oz WG Twisted Breadstick - leach WG Hot Dog Bun - leach WG Bun - 1 each WG Pita Bread - I each Corn Cobette - 1 each Collard Greens - 1/2 cup Kevin's Famous Baked Beans-1/2 cup Seasoned Broccoli – ½ cup Ginger Carrots - ½ cup Fresh Pineapple - 1/2 cup Fresh Orange – l each Fresh Pear - I each Skim Milk - 8 fl. oz. Skim Milk - 8 fl. oz. Skim Milk - 8 fl. oz. Mandarin Cup- l each Fresh Apple - I each Skim Milk - 8 fl. oz. Skim Milk - 8 fl. oz.

Ages: 6-18

Food Allergies

Doctors' note stating child has confirmed disability – substitution required - Dare to Care will reimburse.

If doctor marks that the child has special dietary needs but does not have a disability, no accommodations will be made.

If a child never brings a doctor's note, you are required to serve the entire meal.

If a child is lactose intolerant and does not bring a note, they must still be served milk. They are not required to drink it, but they must take it.

Other Meal Service Guidelines

Share table:

- Must be in a designated area at the site
- All food safety guidelines must be followed
- Food must be kept at the appropriate temperature
- Shelf stable food left on the share table may be served at another time

Sanitation before meal service:

- Staff must wash hands and use gloves to serve food
- Children must wash hands or use hand sanitizer before eating
- Tables must be washed and sanitized before meal service

Food waste:

- Children may take a fruit, grain, or vegetable off site
- Whole or unopened fruits, grains, or vegetables may be served at another time
- Everything else MUST be discarded – cannot be donated or eaten elsewhere

Site Requirements

Must provide programming for the ages you serve

Children do not have to participate in programming to receive a meal

Post a Calendar of Activities

Update Dare to Care on new staff and any changes in meal service

Turn in paperwork weekly



Meal Counting Accuracy is important!!!

1

Each meal must meet meal pattern requirement to be counted on Meal Count Form 2

Count must be taken as children go through the line at point of service

3

The count can't be completed before or after meal service, it must be completed during!

85% rule

Served 85% of meals received If site is below 85% for two weeks, DTC YES will adjust meal counts Dare to Care will Continue to receive notify site & adjust numbers to average hot meals meal counts

**After 1 week of consistently reaching 85% accuracy in meals served, site can request an increase in meals, leading to hot meals. If calculated average # is below 20, site will receive shelf stable meals until meal counts are above 20

Meal service will be terminated if numbers do not increase above 20

Daily Meal Count Form

SUBMIT WEEKLY

- Designate one person to take the meal count at the end of the service line
- Meals must be counted individually (/) - not one line through many numbers, circling, or coloring in the square
- Meal count shouldn't repeat daily without variation
- It is possible that you could serve more meals than what were delivered – but only count WHOLE meals that were served above the number you anticipated delivered
- Look over meal count form to ensure completeness and accuracy before signing and submitting to the sponsor

Site	e Na	ame):						W	eek	y N	eal	Col	unt	s				Y		Dar ood 1		o C	are
Mon	day:				Tue	sday	:			Wed	ines	day:			Thu	rsda	y:			Frid	ay:			
Meals	Rec	eived:			Meals	s Rec	eived:			Meal	s Rec	eived:			Meals	s Rec	eived:			Meals	s Rece	eived:		
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			Fi	rst Mea	ıls Se	rved	to Ch	ildren	(Cross	off n	umbe	r belo	ow as	each	child	rece	ives a	a CON	1PLE	TEm	neal):			
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2	35	68	101	134 135	2	35	68	101	134 135	3	35	68	101	134	2	35	68	101	134	2	35 36	68	101	134
3	36 37	69 70	102	135	3 4	36 37	69 70	102	136	4	36 37	69 70	102	135 136	4	36 37	69 70	102	135 136	3 4	36	69 70	102	135 136
5	38	71	104	137	5	38	71	103	137	5	38	71	103	137	5	38	71	103	137	5	38	71	103	137
6	39	72	105	138	6	39	72	105	138	6	39	72	105	138	6	39	72	105	138	6	39	72	105	138
7	40	73	106	139	7	40	73	106	139	7	40	73	106	139	7	40	73	106	139	7	40	73	106	139
8	41	74	107	140	8	41	74	107	140	8	41	74	107	140	8	41	74	107	140	8	41	74	107	140
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27 28	60 61	93	126 127	159 160	27 28	60 61	93 94	126 127	159 160	27 28	60 61	93 94	126 127	159 160	27	60 61	93 94	126 127	159 160	27 28	60 61	93 94	126 127	159 160
29	62	95	128	161	29	62	95	128	161	29	62	95	128	161	29	62	95	128	161	29	62	95	128	161
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At-Risk Record of Meals Served

Site Name: Month/Year:

*All columns MUST be filled out DAILY. Submit by the 5th of each month

*All colum	ins ivius i b	e filled out DA	LY. Submit by	the 5th of each	montn.
Date	TDA (Total Daily Attendance)	# Meals Delivered	First Meals	Second Meals	Initial
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
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16					
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19					
20					
21					
22					,
23					
24					
25					
26					
27					
28					
29					
30					
31					
Total					
10111					

Site Record of Meals Served (At Risk Form)

- Complete daily and turn in weekly
- Must be always available and up to date for monitoring
- Complete ALL columns, including initials
- Must match meal count form and attendance numbers

Can be your sign in sheet or a Dare to Care template, found on our website.

Attendance

lassroon	DAILY ATTEND	AN	CE	RE	COI	ND.							M	ontl	/Ye	ar:																
	Sponsor:		D	are t	o C	are l	Food	d Ba	nk			Cer	nter:										(CNI	PS i	#						
	PARTICIPANT	D	ays	of t	he l	Mon	th																									
	NAME (Last, First)								Ple	ease	ente	er ar	ı "X	" if	the p	art	icipa	ant i	s in	atte	ndaı	nce	for t	the d	lay.							
		1	2	3	4	5	6	7									Г				20					25	26	27	28	29	30	31
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4			$oxed{oxed}$	$oxed{oxed}$	L		L	L			$oxed{oxed}$	L	L		L			L		L				L	L	L						
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Recommended attendance keeping systems: Presli & Brightwheel



Your paperwork is the "check" you sign for the meals served each month!

Children Served	Number of Meals Annual (After School)	Annual Savings (Est.)
25	4,500	\$14,625
50	9,000	\$29,250
80	14,400	\$46,800
100	18,000	\$58,500

Children Served	Number of Meals Annual (Summer, B&L)	Annual Savings (Est.)
25	2,150	\$10,750
50	4,300	\$21,500
80	6,880	\$34,400
100	8,600	\$43,000



Paperwork Recap

Menu posted for each day

Weekly Meal Count form

Site Record of Meals Served

Weekly Attendance

Sponsor & State Reviews

Your Responsibilities(Site Supervisor)	Our Responsibilities (Sponsor Site)
 Attend training Ensure civil rights requirements is properly implemented Stay at the site for the entire meal service Serve meals Clean up Food safety Receive and account for delivered meals(sign off) Ensure children eat on site Plan & organize daily activities Ensure safe & sanitary conditions at site Have a backup supervisor 	 Visit sites at least three times during the school year Staff can show up any time and should be unannounced Check on site operations to ensure site personnel maintain records Conduct pre-op visit (must view prior to approval) Review food service operations Prepare report of visits and reviews-revisit site if necessary-conduct trainings If issues are found, a corrective plan will be developed with site staff. Email site with monitoring form



Sponsor and State reviews

Dare to Care will conduct a review of the site to make sure that the site is following all program rules and regulations

KY & IN Dept. of Education may choose to visit your site at any point during the school year

Any areas of noncompliance will be addressed in a corrective action plan. The site must indicate the immediate corrective action that was taken and identify the plan in place to ensure future compliance.

A site must be terminated from participation if many violations are found and/or if the health, safety, or wellbeing of children is threatened.



Sponsor & State Reviews

What do I need?

- All records kept for current plus 3 years prior
- Documents needed
 - Corrective Action plans
 - Any paperwork we have sent
 - Income applications (closed only sites)
 - Menus- changes, records
 - Ethnicity/Race Data Collection
 - Site reviews
 - Paperwork- meal counts, at-risk, attendance



clance with Federal law and U.S. Department of ture (USDA) chill rights regulations and policies, this ion is prohibited from discriminating on the basis of race, ideal origin, sec, age, disability, and repisal or ratial

Building for the Future

This child care receives Federal cash assistance to serve healthy meals to your children. Good nutrition today means a stronger tomorrow!

Meals served here must meet nutrition requirements established by USDA's **Child and Adult Care Food Program.**

Questions? Concerns?

Call USDA toll free: 1-866-USDA CND (1-866-873-2263)

Visit USDA's website: www.fns.usda.gov/cnd

USDA is an equal opportunity provider and employer

Civil Rights Training



Civil Rights

What is Discrimination?

Different treatment which makes a distinction of one person or group of persons from others; either intentionally, by neglect, or by actions or lack of actions based on any persons or group who has characteristics for which discrimination is prohibited based on the law, regulation, or executive order.

Goals of Civil Rights

- Knowledge for rights and Responsibilities
- 2. Elimination of illegal barriers that prevent or deter people from receiving benefits
- 3. Dignity and Respect for All
- 4. Equal treatment for all applicants and beneficiaries

Eight Protected Classes: Race, Color, Religion National Origin, Age, Sex, Disability,

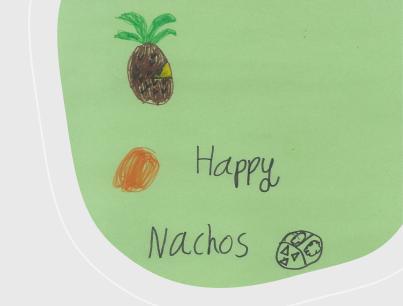
CIVIL RIGHTS GRIEVANCE PROCEDURES

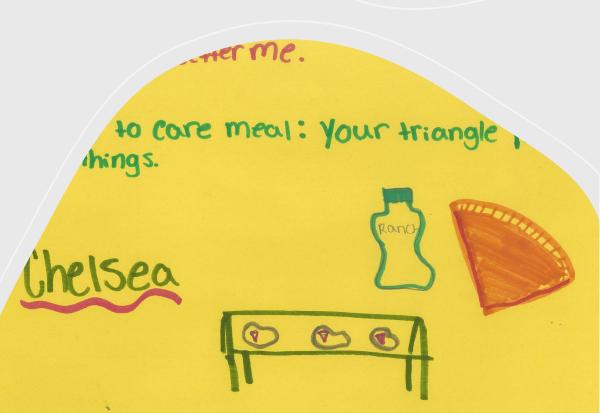
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Do you have a If yes, please p First Name: Address: Telephone:	rovide the fol	City:	Last Na	t your repre me: State:	zip Code:	
Do you have a If yes, please p First Name:	rovide the fol	City:	Last Na	t your repre me: State:	zip Code:	
Do you have a If yes, please p First Name: Address: Telephone: 1. Who do you	rovide the fol	City:	Last Na E-mail:	t your repre me: State: State:	Zip Code:	
Do you have a If yes, please p First Name: Address: Telephone: 1. Who do you	rovide the fol	City:	Last Na E-mail:	t your repre me: State: State:	Zip Code:	

- Accept verbal or written grievances.
- Complaint must be made in 180 days.
- Available on DTC website or USDA
- Keep procedures and report forms at site.
- Never try to impede or "work it out"
- Complaint goes directly to USDA information is on the form.

Site Supervisor Responsibility recap

- Trained site supervisor(s) must be present during ALL meal services and serve all children.
- Ensure accurate meal count & attendance documentation and Civil Rights Compliance are followed.
- Submit all forms to DTC each week and inform sponsor of any changes.
- Keep all necessary forms on site







Policies (Site Agreement)

- Religious Services(5)
- Program Staffing (7)
 - 2 trained members at meal service
- Suspension & Termination Policy (9)
 - Suspension-Temporary removal of a Site's eligibility to receive and distribute Kids Café hot meals
 - Termination-Permanent cessation of a Site's participation in DTC's CACFP and SFSP youth programs for a minimum of one year
 - Corrective action-A severe occurrence that requires immediate attention and action due to its potential to harm participants, staff, or significantly compromise the program's integrity or compliance. (Examples of corrective action not limited to the following: not present for monitoring, food safety issues)
 - Incident-An event that deviates from standard operating procedures or regulatory requirements but does not pose immediate serious risk to participants, staff, or the program's integrity. Examples of incidents not limited to the following: not present for delivery, not submitting required reporting documents by weekly deadline

Policies (Site Agreement)

- New Site Probation Policy(9)
 - 30/60/90- day probation- new site requirements
- Food Safety (10,11)
 - Thermometers in cold & dry storage
 - Temperature log
 - Site will provide paper plates & utensils
- 85% accuracy (13)
- Paperwork(12)
 - Must be turned in weekly by 11:59pm
- Delivery(14)
 - If staff is not at site, driver will bring food back to kitchen to be picked up by 3pm. Drivers will
 not call site.
 - DTC delivery drivers will deliver to the main floor
 - Pathways will not be obstructed



Turn in today

- Site Agreement
- National Background Check
- Sponsor & Site Agreement
- Sign In sheet

Any questions?





Online Processes

Kids Cafe Partners | Dare to Care

SUBMITTING PAPERWORK

Kids Cafe File
Upload | Dare to
Care

CHANGING MEAL COUNTS

Meal Count Change Request | Dare to Care

CLOSURES/CHA NGES IN MEAL SERVICE

Kids Cafe Closures | Dare to Care

NEW STAFF/STAFF CHANGES

Kids Cafe New Site
Staff | Dare to
Care