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# CACFP Training 2017-18

— Sponsored by DTC Food Bank —

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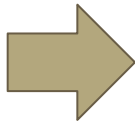
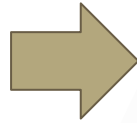
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# AT-RISK AFTERSCHOOL MEALS

The At-Risk Afterschool Meals component of the Child and Adult Care Food Program (CACFP) offers Federal funding to Afterschool Programs that serve a meal or snack to children in low-income areas.

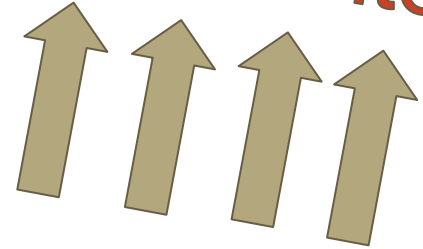


# WHO ADMINISTERS THE PROGRAM



Dare to Care  
Food Bank

*At-Risk Sites*



# Program Eligibility

- Must be area eligible
  - The nearest school must be at least 50% free and reduced lunch
- Serve those 18 years of age or younger
  - If a teen turns 19 during the school year, you may serve until the end of the school year
  - May serve disabled at any age as long as they are enrolled in school
- Provide enrichment programming for ALL ages you serve
  - Post calendar of activities at your site
  - Children do NOT have to participate to receive a meal
  - Complete an enrichment form yearly
    - Update and send in any program changes
    - <http://daretocare.org/assets/uploads/2017/05/Enrichment-Activity.pdf>





# REQUIRED RECORDS for AT-RISK AFTERSCHOOL

KEEP for 3 YEARS plus current year

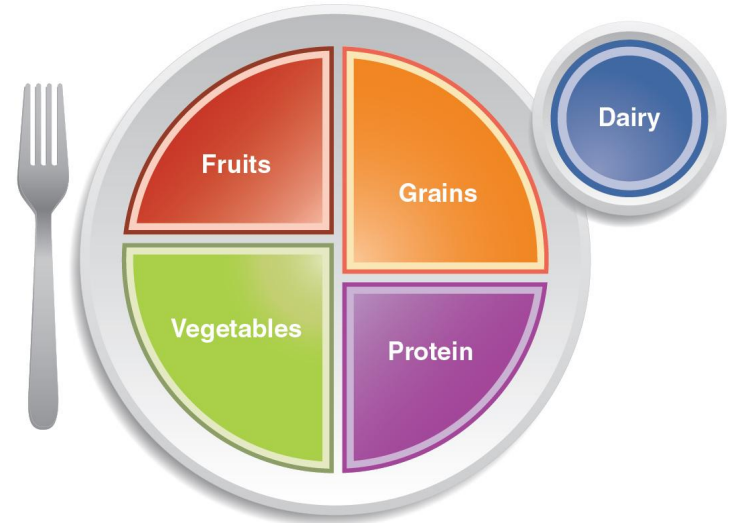
- Daily attendance rosters or sign in sheets
  - MUST include first name, last name, and date
  - Attach to online report or send at end of each week via Kids Cafe Uploads
- Number of Meals Delivered
  - Electronic Delivery Tickets
- Number of Meals Served
  - Weekly Record of Meals Served
- At-Risk Record of Meals Served
- Menus
- Monitorings - State and Sponsor



# MENU/USDA MEAL PATTERN

Menu MUST be posted  
*Post next to "Building for the Future" poster*

Meat/Meat Alternate	2 oz.
Veggies	½ cup
Fruit	¼ cup
Grain	1 serving
Milk	8 fl. Oz.



Choose**MyPlate**.gov

- \*Write in any changes
- \*DO NOT add food
- \*You may offer water with meals but it cannot replace milk

# ORDERING MEALS

- Orders are automatically placed with a predetermined amount
- Closings or Time Changes must be submitted online
  - <https://daretocare.org/kids-cafe-closures/>
- Keep an 80% accuracy rate
- Submit meal count changes online
  - <https://daretocare.org/meal-count-change-request/>

\*Emailing changes delays the process





# FOOD DELIVERY

- Sign delivery tickets after checking for accuracy
  - The cambro is for the right site
  - Everything is included
- Delivery tickets are emailed following day
  - Keep in a folder on computer - make sure multiple people know where to find them
- Keep cambros shut unless taking temperatures or time for meal service
- Place clean utensils and pan back into cambro to be exchanged next delivery
- Dirty pans and/or utensils will be left behind - you could be invoiced for them
- Don't forget to check for half pans



# MEAL SERVICE

- Serve ONLY during reported serve time
- Wash and sanitize tables
  - Use warm soapy water first and then use a bleach solution
- Children MUST wash hands or use hand sanitizer
  - INDIANA sites can ONLY wash hands
- Serve EVERYTHING and a FULL portion of EVERYTHING
- Check off meal count form as child receives the meal
- <http://daretocare.org/assets/uploads/2016/08/Weekly-Meal-Count-Form.pdf>
- Children may put unwanted items on a share table but have to take it to claim a meal
- At least one person on site MUST be trained



# After Meal Service



- Are serving areas and tables clean?
- Did I clean ALL food debris from pans/utensils and double check cambro?
- Is the Weekly Meal Count Form filled out completely?
- Did I complete **At-Risk Record of Meals Served?**
- Did I submit daily numbers and sign-in sheet?

<https://daretocare.org/daily-meal-count-submission/>

If you use daily sign-in sheets, make sure to accurately count the number of signatures- not the number of spaces. All signatures must have first and last name.

# SUBMIT ALL PAPERWORK BEFORE THE 5TH

- ❑ Sign-in sheets/attendance roster
- ❑ Weekly Meal Count Forms
- ❑ At-Risk Record of Meals Served

\*Make sure your site name is on every page.

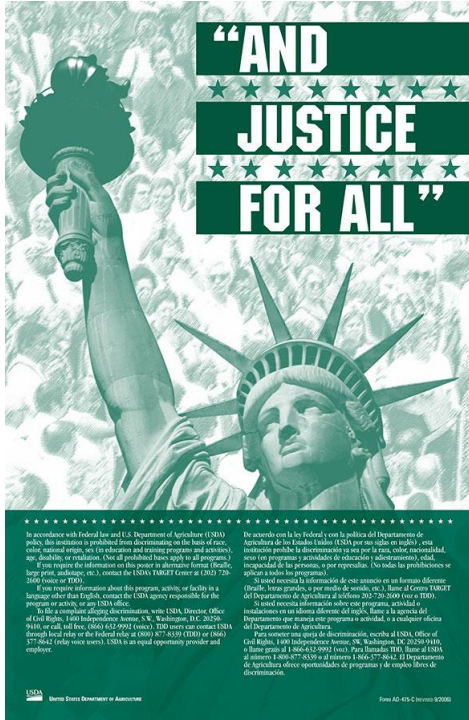
\*Make sure to rename files according to what they are.

Hint: You may upload sign-in sheets and complete online reporting via cell phone daily. Make sure the picture is in focus and shows the entire page.

<https://daretocare.org/kids-cafe-file-upload/>



# CIVIL RIGHTS



Protected Classes:

Race, Color, Age, National Origin, Disability

“And Justice for All” poster prominently displayed

Non-discrimination statement on all materials that mention CACFP

Civil Rights Grievance procedures must be followed and should be displayed

Remember: Civil Rights info is available online - if state asks where to find it go to our website

<http://daretocare.org/assets/uploads/2017/05/Civil-Rights-Grievance-ReportForm.pdf>