

Operating At-Risk Afterschool Meals for School Food Authorities



Health and Nutrition Services
Arizona Department of Education





Disclaimer

This training was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS). The content in this training is intended for professionals operating one or more USDA Child Nutrition Programs in Arizona under the direction of ADE. The information in this training is subject to change. Attendees are encouraged to access professional development materials directly from the training library to prevent use of outdated content.

Intended Audience

This training is intended for School Food Authorities (SFAs) operating the National School Lunch Program (NSLP). All regulations are specific to operating the NSLP under the direction of ADE.

Objectives

At the end of this training, attendees should be able to:

- understand meal service and operating regulations of At-Risk Afterschool Meals (At-Risk);
- know all requirements for an SFA to be eligible to serve At-Risk;
- acknowledge the streamlining processes for sponsoring snack or supper at sites as a School Food Authority (SFA);
- recognize which meal patterns are allowable to follow and when meals can be served; and,
- understand recordkeeping and retention requirements of At-Risk.

TRAINING HOURS

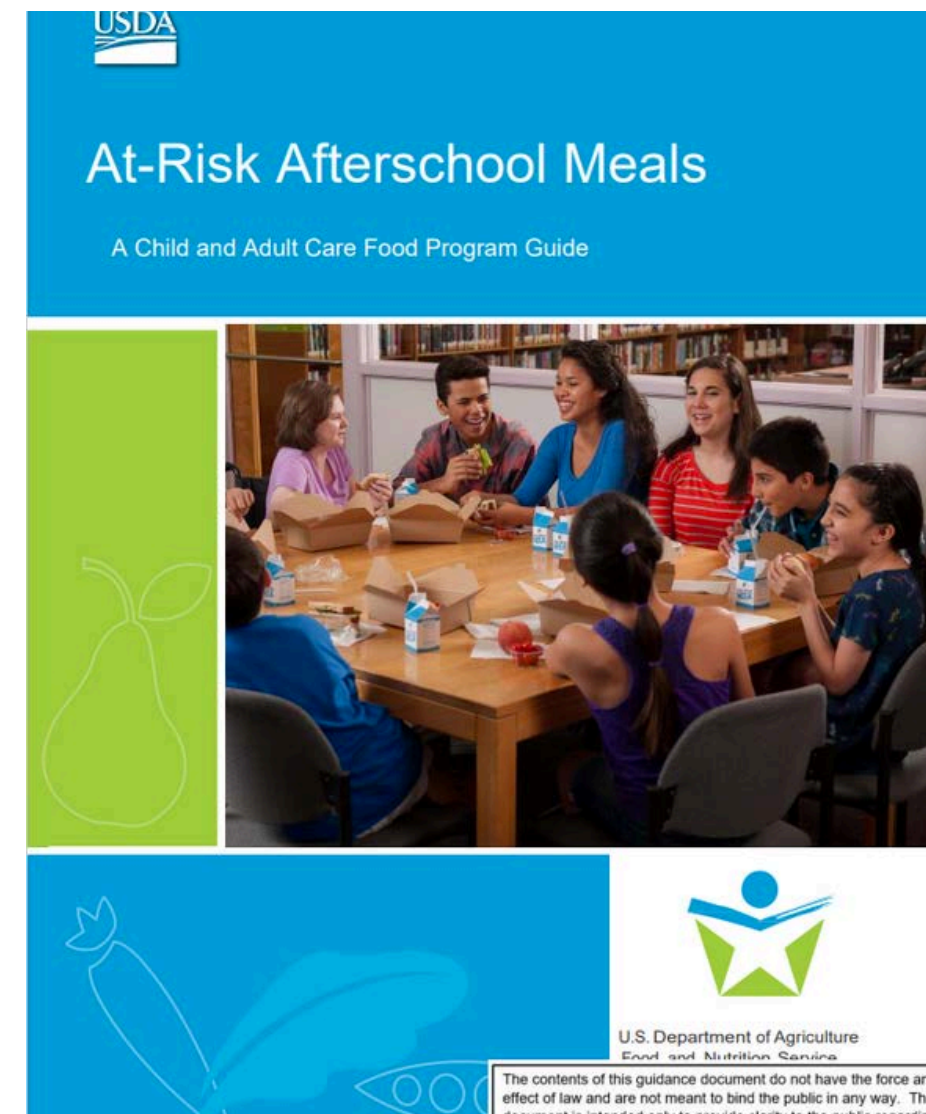
Information to include when documenting this training for Professional Standards:

Training Title: Online Course:
Operating At-Risk Afterschool Meals
for School Food Authorities

Key Area: 3000 – Administration

Learning Code: 3200

Length: 30 minutes



The instruction within this How -To -Guide is based on guidance from USDA's At-Risk Afterschool Meals A Child and Adult Food Program Guide and Streamlining At-Risk Meals Participation for School Food Authorities, SP 09-2013, CACFP 04-2013.

It is recommended to review both the Program Guide and memorandum in addition to reviewing this course for complete guidance on how to operate At-Risk.

Quiz Time



Throughout this guide, there will be comprehension quiz questions to test your knowledge and help you apply what you're learning. Be sure to review these quiz questions and answers available within the guide.

The question mark icon below will indicate a comprehension quiz question.



Table of Contents

Section 1: Introduction to At-Risk Afterschool Meals	7-14
Section 2: Eligibility Requirements	15-20
Section 3: Meal Pattern and Food Service	21-29
Section 4: Required Records and Reporting	30-38



The following slides will only cover instructions for operating At-Risk Afterschool Meals for School Food Authorities.

Introduction to At-Risk Afterschool Meals



SECTION 1

At-Risk Afterschool Meals

SERVE MEALS AND/OR SNACKS

At-Risk is a component of the Child and Adult Care Food Program (CACFP) that allows public or non-profit organizations Federal funding to serve a free meal and/or snack to children in low-income areas during monitored and organized afterschool programs.

- Organizations that serve only residential children (Residential Child Care Institutions) are not eligible to operate the CACFP.

At-Risk may be operated at schools or independent afterschool programs that are organized primarily to offer care for children once the school day has ended, provide regular and organized education or enrichment activity, and are located in an area eligible location.

Streamlining for Schools

SFAS MAY OPERATE AT-RISK WITH STREAMLINED REQUIREMENTS

It has been recognized that schools operating the NSLP are familiar with the Child Nutrition Programs (CNP) and are fit to offer meals and snacks during their afterschool programs. The content in this training is to inform SFAs how to operate At-Risk in accordance with the streamlined requirements that provide administrative relief to program operators who currently participate in the NSLP. ADE has made efforts to streamline At-Risk for SFAs to be more consistent with the NSLP.



For more information on this streamlined process specific to Arizona, please review [Streamlining At-Risk Afterschool Meals for School Food Authorities in Arizona.](#)

Serving Afterschool Meals

At-Risk cannot be served during the regular school hours and must be served after the regular school day and during the operating hours of the afterschool program. One meal and one snack can be served per child per day. Please note that under the CACFP, there must be a two-hour lapse in between the start of meal services.

- For example, if Rodgers Elementary School starts serving snacks through At-Risk Afterschool Meals at 3:00 pm, supper service cannot begin until 5:00 pm to provide a balanced and timely meal service operation to students.

Serving Meals During School Breaks

Many children depend on school meals to keep them from going hungry everyday. At-Risk is an opportunity for SFAs to offer free meals to children in their community during weekends and during breaks when school is not in session.

- Meals served during the summer break must be served through the Summer Food Service Program or the NSLP, not At-Risk.

During weekends and school breaks, SFAs can claim one snack and one meal per child each day. Meals can either be served as a breakfast, lunch, or supper depending on what meal service the SFA elects that day and what time the meal is served.

Serving Snacks Through the CNPs

SFAs have the option to offer a snack through the NSLP Afterschool Care Snack Program (ASCSP) or At-Risk; however, both snack options cannot be offered at the same site for the same population.

- For example, if Rogers Elementary School offers ASCSP for the homework buddies (grades K-4) from 3:00 pm to 4:00 pm, and then offers At-Risk supper for activity buddies (grades 5-6) from 5:00 pm to 6:00 pm, this is allowable.

It is recommended that SFAs do what is best for their students and operation by allowing enough time in between snack and meal services.

The Different Snack Meal Service Options

The chart outlines key differences in serving snacks through the ASCSP and serving snacks through At-Risk.

	ASCSP	AT-RISK
What	Snack Only	Snack and/or meal (usually supper)
When	After the school day ends.	After the school day ends, weekends, and/or holidays Not during summer break The start of meal service times must be two hours apart
Who	Only enrolled students participating in the afterschool enrichment activity	Any child who is 18 or under (by the beginning of the school year).
Eligibility	Be located in jurisdiction where at least one school participates in NSLP	Be located in a school attendance area where at least 50% if enrolled children are certified eligible for free or reduced-price school meals

Quiz Time

Which option below is unallowable under At-Risk?

- A** Serving breakfast and a snack during spring break.
- B** Serving breakfast and lunch during spring break.
- C** Serving lunch and a snack during winter break.
- D** All the above.



Quiz Time

Which option below is unallowable under At-Risk?

A Serving breakfast and a snack during spring break.

B Serving breakfast and lunch during spring break.

C Serving lunch and a snack during winter break.

D All the above.

During weekends and school breaks, SFAs can only claim one snack and one meal per child each day. It is the SFA's decision what meals they serve and when they serve them. Snacks can be served before or after meal service if there is a two-hour time lapse in between service start times.



Eligibility Requirements



SECTION 2

Afterschool Childcare

PRIMARY FOCUS

The primary focus of any At-Risk program must be to provide care for children after school, on the weekends, and during holidays and school vacations throughout the regular school year. To claim meals through At-Risk, the primary focus of providing afterschool childcare must be met. While childcare is occurring, meals and snacks can be served for reimbursement.



Site and Location Eligibility

To be eligible for At-Risk, the location of the afterschool program must be located in an attendance area of a school where at least 50% or more of the students are eligible for free or reduced-price meals.

If the service site has 50% or more of its students eligible for free or reduced-price meals, this location is site eligible.

If a site is in an attendance area of a school where at least 50% or more of the students are eligible for free or reduced-price meals, this location is area eligible.

Being site or area eligible qualifies a program for At-Risk Afterschool Meals for five school years.

For example, Oakwood High School was approved in School Year 2018-2019 as either site or area eligible and will maintain this eligibility through School Year 2022-2023.

Educational or Enrichment Activity

An educational or enrichment activity must be available while meals are being offered. These programs must be regularly scheduled, organized, and supervised by the entity that is sponsoring the program. These educational or enrichment activities must be open to all children up to the age of 18.

Children who are receiving meals are not required to participate in these activities, but the activities need to be available to all.

- For example, if Johnny is enrolled in tutoring after school and his little sister Chloe is not, Chloe can take a meal or snack while she waits for Johnny to be done with tutoring.

EXAMPLES OF ELIGIBLE EDUCATIONAL OR ENRICHMENT ACTIVITIES INCLUDE, BUT ARE NOT LIMITED TO:

Tutoring	Life Skills
Homework Assistance	Athletic and Recreational Activities
Arts	School Clubs
Crafts	Gardening

Acceptable At-Risk Activities

There is no specific type of activity that is required to be offered, but it is important to ensure that no child is restricted from participating in this activity for any reason other than space, security, or licensing requirements.



Please note that students participating in interscholastic extracurricular activities (for example: varsity football) are eligible to receive meals through At-Risk Afterschool Meals, but the program cannot be limited to the sports team.

At-Risk Eligibility Checklist



I AM AN SFA.



THE AFTERSCHOOL ACTIVITY IS OPEN TO ALL CHILDREN.



THE SITE'S LOCATION IS SITE OR AREA ELIGIBLE.



THE AFTERSCHOOL ACTIVITY IS REGULAR, STRUCTURED, AND SUPERVISED.

Meal Patterns and Food Service



SECTION 3

Meal Pattern Guidelines

USDA has set meal pattern guidelines through the NSLP and CACFP that align with the Dietary Guidelines for Americans. These guidelines promote the nutritional needs of children and assist program operators in offering well-balanced meals and snacks.

- The Offer versus Serve (OVS) option may be used under either meal pattern for At-Risk Afterschool Meals when serving a five-component meal.
- OVS cannot be used during snack services.

Selecting a Meal Pattern

Through the streamlined approach, USDA is allowing SFAs to choose either the CACFP or the NSLP meal pattern when serving At-Risk snacks and meals.

AT-RISK SNACK	AT-RISK SUPPER	AT-RISK BREAKFAST	AT-RISK LUNCH
CACFP Snack Meal Pattern Or NSLP Snack Meal Pattern	CACFP Supper Meal Pattern Or NSLP Lunch Meal Pattern	CACFP Breakfast Meal Pattern Or NSLP Breakfast Meal Pattern	CACFP Lunch Meal Pattern Or NSLP Lunch Meal Pattern

MEAL PATTERN PACKETS

NSLP and CACFP meal pattern charts can be found on ADE's ASCSP and At-Risk webpage under the Meal Pattern Accordion:

- [Snack Meal Pattern for ASCSP](#)
- [CACFP Meal Pattern Packet for At-Risk \(Breakfast, Lunch, Supper, AM/PM Snack\)](#)
- [NSLP Meal Pattern Packet for At-Risk \(Breakfast, Lunch, Supper, AM/PM Snack\)](#)

Meal Pattern Combinations

SFAS CAN CHOOSE FROM ANY MEAL PATTERN THEY WISH TO FOLLOW FOR BREAKFAST, LUNCH, SNACK, AND SUPPER.

For example, if the SFA operates At-Risk snack and At-Risk supper, they are not required to follow the NSLP or CACFP meal pattern for both. Snack can follow the NSLP meal pattern and supper can follow the CACFP meal pattern; or snack can follow the CACFP meal pattern and supper can follow the NSLP meal pattern; or snack and supper can follow the same meal pattern.

NSLP Meal Pattern Requirements

Snack

The snack meal pattern under the NSLP (or the ASCSP meal pattern) requires offering two of the four components in the minimum amounts per age group.

Lunch

The lunch meal pattern under the NSLP requires offering all five components in their daily and weekly amounts per grade group and fulfilling all vegetable subgroup requirements.

Breakfast

The breakfast meal pattern under the NSLP (or the SBP meal pattern) when serving breakfast on the weekends or vacations, requires offering all items in their daily and weekly amounts per grade group.

CACFP Meal Pattern Requirements

Snack

The snack meal pattern under the CACFP requires serving two of the five components in the minimum amounts per age group.

Lunch

The lunch or supper meal pattern under the CACFP require offering all five components in their daily amounts per age group.

Breakfast

The breakfast meal pattern under the CACFP requires offering all three components in their daily amounts per age group.

Grade Groups and Age Groups

As stated in the previous slides, SFAs have the option to utilize a meal pattern under the NSLP or the CACFP when serving At-Risk. It is important to evaluate which meal pattern fits best for each individual site. One of the biggest differences between the two programs (NSLP and CACFP) is that the NSLP meal pattern is based on grade groups and the CACFP meal pattern is based on age groups.



To ensure that all components are being offered and served in their minimum required amounts, it is important to understand the differences for each meal pattern prior to selecting a meal pattern and planning menus.

Quality Meals

The meals and snacks served through At-Risk should be aligned with the meal pattern chosen by the SFA; therefore, the menus created for these meal services include whole grains, a variety of fresh fruits and vegetables, and less added sugars and solid fats.

It is up to the SFA to plan menus that best hold the integrity and goals of the CNPs to provide children with nutritious meals that support growth and appropriate energy intake for their age group.



PRODUCTION RECORDS

Production records are daily tools to help plan, purchase, and prepare for meal service.

Menu planners will plan their menus based on which meal pattern has been chosen for At-Risk. After planning menus with the food items and their portion sizes, production records must be prepared for each day's menu.

Procurement Policy

FOOD INVENTORIES USED FOR EACH CNP ARE NOT REQUIRED TO BE STORED SEPARATELY.

This means that purchased food items can be used during any meal service that the SFA is operating through the CNPs (i.e., breakfast, lunch, snack, and supper) and are not required to be ordered for one specific meal service.

- USDA Foods items can be used for meal service, including snack.
- Although food inventories are not required to be separated, it is important that documentation is maintained for each meal service to ensure food costs can be easily verified for each program.

Quiz Time

Are production records required for At-Risk?

- A** Yes, production records are required if serving a meal or a snack.
- B** No, these meal services never require production records.



Quiz Time

Are production records required for At-Risk?

A Yes, production records are required if serving a meal or a snack.

B No, these meal services never require production records.

**ADE requires SFAs to maintain production records for all meal services.
Production records will be evaluated for compliance at the time of review.**



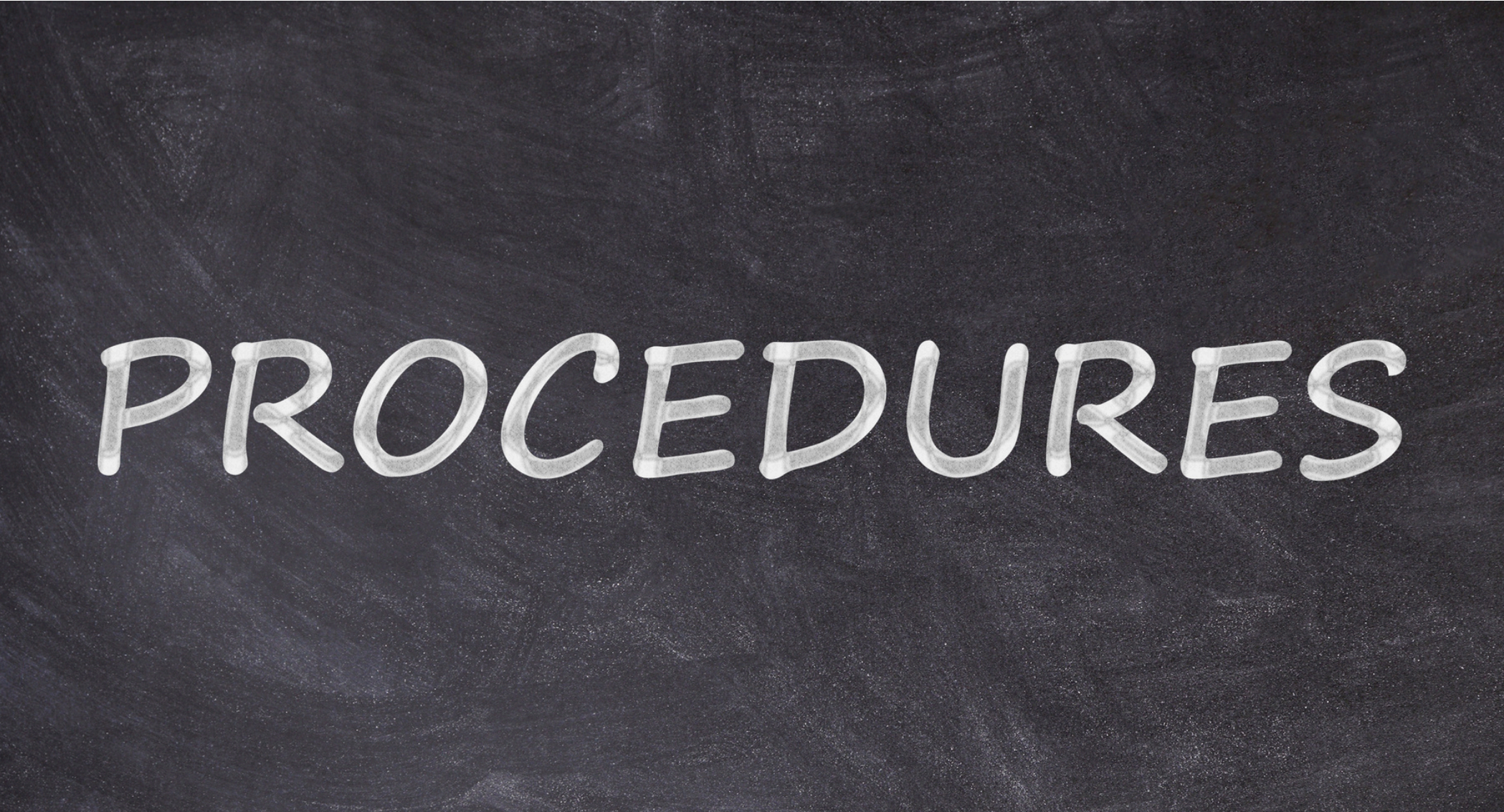
Required Records and Reporting



SECTION 4

Establishing Internal Procedures

SFAs must establish their own internal procedures that meet USDA and ADE requirements. Accurate meal counts and records must be kept to support all claims that are submitted for reimbursement. Internal procedures must be established to ensure required records are being maintained and reporting requirements are being followed.

A chalkboard with the word "PROCEDURES" written in white chalk. The letters are slightly blurred, giving a sense of motion or emphasis. The background is a dark, textured surface typical of a chalkboard.

PROCEDURES

Meal Counts

Total meals served are required to be counted at the point of service (POS). At the end of each meal service, the worker at the POS should have documentation that shows the way meals were counted and the total number of meals served on that day.

Claims will be submitted in CNPWeb and should reflect the number of total meals served that month obtained by consolidating daily meal counts.

The method of meal counting is up to the SFA (e.g., tally sheets, rosters, electronic POS systems, tickets). Tray counts and attendance counts are unallowable methods of counting reimbursable meals.

For further instruction on submitting claims in CNPWeb click [here](#).

Attendance Records

Since daily edit checks are not required for snack or supper in At -Risk Afterschool Meals, attendance records or sign-in sheets must be taken daily. The SFA can choose between a roster or sign-in sheet to track daily attendance. These records take the place of daily edit checks by showing the total number of children who were in attendance during the activity.

SFAs will need to collect a copy of the attendance record or sign-in sheet to ensure that there were not more meals served than children attending the activity that day. Children who are not enrolled and are not regular participants will need to be added to that day's attendance record.

TUTORING DAILY SIGN-IN SHEET

FISCAL MANAGEMENT RECORDS

It is up to the SFA operating At-Risk Afterschool Meals to maintain records that pertain to the financial management of the operation such as invoices, receipts, administration costs, operating costs and reimbursements. Financial obligation and viability are a key portion to all CNPs and will be assessed at the time of review.

Daily Records

DAILY RECORDS INCLUDE MEAL COUNT SHEETS AND A WAY FOR OPERATORS TO TRACK DAILY ATTENDANCE.

Daily records must indicate and maintain:

- The number of meals served
- The type of meals served
- Adult meals
- Adult worker meals

Training Documentation

At-Risk Afterschool Meals training can count towards USDA Professional Standards training hours for directors, managers, and staff if the individual is involved with this operation and the topics align with their job duties. SFAs are required to document these trainings including their dates, location, title, length, and learning codes to be counted towards required annual training hours.

Production Record Retention

Production records must be completed daily for each meal service and maintained for a **minimum of five years**.

It is recommended that if the SFA is serving multiple grade or age groups at one site, that separate production records are used for each differentiated grade or age group to show proper serving sizes are being prepared and served.

If SFAs choose to serve meals in the quantities reflective of the older grade or age groups, this is a simple way to ensure all components are being served in their minimum required amounts.

- Please note to pay attention to all meal pattern requirements and differences.

Quiz Time

SFAs are required to participate in training on At-Risk Afterschool Meals prior to operating.

A True

B False



Quiz Time

SFAs are required to participate in training on At-Risk Afterschool Meals prior to operating.

A True

B False

SFAs are not required to attend training on At-Risk Afterschool Meals; however, it is recommended for staff to include this training topic in their annual training hours.





Maintaining Records

FIVE YEARS MINIMUM

All documentation and records are required to be maintained for a minimum of five years; however, if there are any unresolved audit findings, records must be retained until the finding has been closed out.

Documentation for At-Risk also includes menus for each meal service to show daily menu items served and compliance with the meal pattern.

SFAs should have easy access to all records for proof of operation and compliance.

CONTACT US

If you have a question or require additional assistance, please contact your assigned specialist or contact HNS.



602-542-8700



ContactHNS@azed.gov



www.azed.gov/hns





Congratulations

**You have completed the Online Course:
Operating At-Risk Afterschool Meals for School
Food Authorities**

Information to include when documenting this
training for Professional Standards:

Training Title:
**Operating At-Risk
Afterschool Meals for
School Food Authorities**

Key Area: 3000 – Administration

Learning Code: 3200

Length: 30 minutes

Please note, attendees must document the amount of training hours
indicated on the training despite the amount of time it takes to complete it.

Certificate

Requesting a training certificate

Please click the button to complete a brief survey about this online training. Once the survey is complete, you will be able to print your certificate of completion from Survey Monkey.



Information to include when documenting this training for Professional Standards:

Training Title:
**Operating At-Risk
Afterschool Meals for
School Food Authorities**

Key Area: 3000 – Administration

Learning Code: 3200

Length: 30 minutes

Please note, attendees must document the amount of training hours indicated on the training despite the amount of time it takes to complete it.





In accordance with federal civil rights law and USDA civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, [AD-3027](#), found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. **Mail:** U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410;
2. **Fax:** (202) 690-7442; or
3. **Email:** program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.