

## At-Risk Afterschool Meals Program Key Tasks and Recordkeeping Requirements

This document summarizes the key tasks and recordkeeping requirements for the At-Risk Afterschool Meals Program, which is a component of the Child and Adult Care Food Program (CACFP). For more comprehensive information, refer to the At-Risk Afterschool Meals Program Regulations, Handbook, and Memos found on the Minnesota Department of Education (MDE) and USDA CACFP webpages (links below).

### Annual Tasks

- **Obtain Forms and Information**
  - [MDE CACFP At-Risk Afterschool Meals webpages](#)
  - [USDA CACFP webpages](#)
- **Plan Site Locations**
  - Sites are eligible for At-Risk if located within a school attendance area where over 50 percent of children are eligible for free/reduced-price meals.
    - Renewing sites: verify eligibility in CLICS.
    - Potential sites:
      - If currently participating in the School Nutrition Program or Summer Food Service Program, the site application in CLICS shows eligibility.
      - If not currently participating in the School Nutrition Program or Summer Food Service Program, determine eligibility using the following resources, available on the MDE CACFP At-Risk Afterschool Meals webpage.
        - Child Nutrition Program Eligibility Map under Related MDE resources.
        - Public school list with percentage of free/reduced-price eligible students.
    - Site eligibility is good for five years.
  - Sites must meet all local Health Department requirements. Contact the local health department to determine licensing requirements and need for a certified food manager; maintain written documentation of communication.
- **Operate a Non-Profit Food Service**
  - Ensure a system is in place to track CACFP income and expenses.
    - The following budget codes are used for CACFP payments:
      - 10558.022 CACFP – Administration; 10558.021 CACFP – Meals;
      - 10558.SNA CACFP – After School Snack; 10558.016 CACFP – Cash in lieu of Commodities

- Public school food authorities use UFARS finance dimension 469 for CACFP, source code 400 for snack/meal reimbursement and source code 477 for cash-in-lieu of commodities.
  - Reimbursement rates are available on the MDE CACFP At-Risk Afterschool Meals Applications and Claims webpage.
  - Maintain documentation for all CACFP income and expenses.
- **Competitively Procure Goods and Services**
  - Information is available on the [MDE CACFP for Centers Procurement and Contracts webpage](#).
  - Follow federal procurement requirements specified in [2 CFR 200](#), and state and local requirements.
  - 2 CFR 200 requires that organizations develop written procurement procedures and a code of conduct. View the [Procurement Procedure Template Requirements](#).
  - Maintain documentation to show that proper procurement procedures are followed.
- **Complete Training and Provide Staff Training**
  - Information is available on the MDE CACFP At-Risk Afterschool Meals Training webpage.
  - Conduct civil rights training for all staff who work with participants in the CACFP.
    - View the [Annual Civil Rights Staff Training \(25 minutes\)](#) or print and have staff review the [Civil Rights Training-Note Pages – Child and Adult Care Food Program](#).
  - Conduct staff training on CACFP-related requirements. Each key staff person must receive program training that is appropriate for their CACFP responsibilities.
    - View [Staff Training Requirements for Independent Centers](#).
    - View [Staff Training Requirements for Multi-Site Sponsors](#).
  - Maintain documentation to show that training was provided annually and as needed throughout the year. Include the date completed, topics covered and name(s) of staff who received the training.
- **Comply with Civil Rights Requirements**
  - Information is available on the MDE Food and Nutrition Service Civil Rights webpage.
  - Complete the [Civil Rights Racial/Ethnic Data Comparison Form](#) annually (N/A for public School Food Authorities that report racial/ethnic data in MARSS).
  - Conduct civil rights training annually (described above).
  - Include the [non-discrimination statement](#) on materials/websites mentioning USDA programs.
- **Submit Program Application**
  - Information is available on the MDE CACFP At-Risk Afterschool Meals Applications and Claims webpage.
  - A sponsor and site application(s) must be submitted annually in CLICS.
    - Sponsors of multiple sites submit a management plan with the initial program application and update it as needed (N/A for multi-site School Food Authorities).
  - Program applications are available in CLICS by August of each year for the upcoming program year, which runs from October through September.

## Monthly Tasks

- **Plan and Date Monthly Menus**
  - Information is available on the MDE CACFP At-Risk Afterschool Meals Food Service Operations webpage.
  - School Food Authorities may follow the CACFP meal pattern or the National School Lunch/School Breakfast meal patterns.
- **Collect Special Diet Statements as Needed**
  - A special diet form and resources are available on the MDE CACFP At-Risk Afterschool Meals Food Service Operations webpage.
- **Prepare and Submit the Monthly Claim for Reimbursement in CLiCS**
  - Information is available on the MDE CACFP At-Risk Afterschool Meals Applications and Claims webpage.
  - Submit within 60 calendar days after the end of the claiming month.
  - Maintain documentation to support submitted claims.

## Daily Tasks

- **Maintain Daily Attendance Rosters for Participants**
- **Provide Reimbursable Meals and Maintain Meal Service Records**
  - Forms and Resources are available on the MDE CACFP At-Risk Afterschool Meals Food Service Operations webpage.
  - Complete food production records for each meal served to demonstrate that adequate quantities of food are prepared; record meal substitutions as needed.
  - Maintain documentation, as applicable, to show that food items offered meet meal pattern requirements.
    - Child Nutrition (CN) Labels or Product Formulation Statements for commercially prepared foods.
    - Product information (nutrition fact labels/ingredients) for breakfast cereals, whole grain-rich foods, yogurt and tofu.
    - Recipes for items prepared with two or more ingredients.
    - Once on file, documentation should be reviewed and updated annually.
- **Record Point of Service Meal Counts**
  - Forms are available on the MDE CACFP At-Risk Afterschool Meals Food Service Operations webpage.
  - Document, at the point of service, the number of reimbursable meals and snacks served to youth daily. Staff may use a meal count form, a clicker, or a meal accountability system.
- **Maintain Records of CACFP At-Risk Income and Expenses**
  - Income may include meal payments from non-program adults, if applicable.
  - Expenses may include: food and non-food receipts/invoices, payroll records for CACFP staff, etc.

## Display the Following Posters/Signage

- [Building for the Future](#) poster at each meal service site (N/A for school food authorities).
- “And Justice for All” poster at each site where meals are served and at the sponsor office, if in a location that is separate from a meal service site.
  - Email [mde.fns@state.mn.us](mailto:mde.fns@state.mn.us) to order “And Justice for All” posters.

## Additional Requirement for Multi-Site Sponsors (2 or more sites participating in the CACFP) or Sponsors with One or More Sites that are Legally Separate from the Sponsoring Authority

- **Monitor Sites**
  - The purpose of site monitoring is to assess site compliance with CACFP requirements.
  - The program staff that conducts monitoring visits is referred to as a sponsor monitor.
  - Conduct and document three monitoring visits each program year (October–September) for each approved site operating At-Risk Afterschool Meals. See below for exceptions. View the [Monitoring Form for Multi-Site Sponsors](#).
    - Two of the three monitoring visits must be unannounced.
    - At least one unannounced visit must include a meal observation.
    - Not more than six (6) months can lapse between visits.
    - Timing and pattern of unannounced monitoring visits must be unpredictable.
    - All types of meals/snacks offered by a sponsor must be observed (ex: observe lunch at one site and snack at another). Refer to USDA Memo CACFP 04-2006 Sponsor Monitoring of Facilities in the Child and Adult Care Food Program (CACFP).
  - For new sites
    - A preoperational site visit must be completed before beginning CACFP operations. This is in addition to the three monitoring visits. School food authorities are not required to complete this visit for schools that participate in the National School Lunch Program. View the [Pre-operational Site Visit form](#).
    - One monitoring visit must be completed within the first four weeks of program operations.

**Exception:** The required number of monitoring visits is less for sites with limited months of operation as indicated in the chart below.

Months Operating in Fiscal Year	Minimum Number of Visits Required	Required Types of Visits
7-12 months	Three visits*	One unannounced meal visit; One unannounced visit; One announced visit
3-6 months	Two visits*	One unannounced meal visit; One unannounced or one announced visit
1-2 months	One visit	One unannounced meal visit
Sites operating less than 30 days during the year	One visit	One unannounced meal visit

\*Sites that also operate the Summer Food Service Program (SFSP) may use the SFSP Site Review to count toward one of the required monitoring visits for At-Risk Afterschool Meals.