

**AT-RISK AFTER SCHOOL MEALS PROGRAM**

**Daily Requirements**

**Attendance**

This must be maintained for participants in all CACFP programs, and include:

- At-Risk afterschool meals programs only - record a count of total attendance each day.

**Meal Participation/Meal Counts**

This must be maintained for participants in all CACFP programs, and include:

- At-Risk afterschool meals programs only - record a count of total meals for each meal service each day.
- The documentation must specify the date of each meal/snack, the type of meal/snack, and if maintained by classroom or shift, it should specify the room or shift the meal counts apply to.
- Meals must be documented for adults performing labor. If no adults receive meals, it must still be documented, such as with a 0 or N/A. It may not be left blank.
- Must be able to total the number of meals and/or snacks at the end of the month when completing the claim.

**Child Menu**

This must be maintained for all CACFP programs that care for children, and include:

- A dated record of specific food items actually served at each meal or snack.
- Each component must list the serving size by age.
- Whole grain rich/whole grain components must be indicated.
- The milk description must include the fat percentage and if it is flavored or unflavored.
- Name of center.

**Expenses**

- Compile expenses incurred for the CACFP.

**Time Log**

This must be maintained for all CACFP Programs that use CACFP funds to pay for labor expenses (except home daycares), and include for each employee:

- Employee name
- The number of hours worked each day broken down into administrative CACFP hours worked, operational CACFP hours worked, non-CACFP hours worked, and total hours worked.
- For institutions that require monitoring, a daily record of time spent on monitoring activities for each employee may be included on the time log or maintained on a separate record.
- Both the employee and a supervisor must certify the record is accurate and sign and date the document.

**Monthly Requirements**

**Monthly Journal/Ledger**

This must be maintained for all CACFP Programs (except home daycares), and include:

- All CACFP income and expenses paid with CACFP funds.
- The balance to show any unused funds from previous months and reflect the current account balance.

- Specific transactions must be recorded by date and include a description and amount.
- If the institution uses CACFP funds for multiple categories (such as food, nonfood, operational labor, operational overhead, administrative labor, administrative overhead), a coding system, breakdown of expense by category, or other system is needed to report expenses by type on the Annual Financial Report or when requested.
- Maintain the year-to-date non-profit food service account.

### **Monthly Milk Inventory**

This must be maintained for all CACFP programs except schools or vended meals that include milk and include:

- The facility name and month and year of inventory
- Milk on hand at the beginning of the month by type
- Milk purchased during the month by type.
- Milk transferred to or from another site by type.
- Milk on hand at the end of the month by type
- Total milk used for the month by type.
- A list of all milk purchases including date, vendor, and amount of milk by type

### **Claim for Reimbursement**

- Total the meal counts.
- Calculate the average daily attendance from daily attendance documents.
- Submit the claim for reimbursement on the CNPweb®.

### **Quarterly Requirements**

#### **Procurement**

- Sponsors purchasing food using the small purchase procurement method must complete the quarterly procurement form.

### **Annual Requirements**

- Complete the IDOE Annual Information Certification and/or Amendment to CNP agreement.
- Complete all Program renewal documents.
- Submit vending contract, vending extension, or other annual procurement requirements.
- Conduct and document the training of staff on CACFP responsibilities.
- Conduct and document Civil Rights training with staff and place in the file.
- If sponsoring more than one site, a CACFP monitor review must be completed three times per year for each site. No more than six months can lapse between reviews; one review must be within the first four weeks of operation.
- Sponsoring organizations must complete the 5-day reconciliation during every monitor visit verifying meal counts and attendance information.
- Make sure the “And Justice for All” poster and Building for the Future Flyer is displayed in a prominent place for the public to view.
- Submit the Annual Financial Report on the CNPweb® between October and December of each year.
- Complete and submit the Entity Annual Report (Form E-1) to the Indiana State Board of Accounts within 30 days of the close of your organization’s fiscal year.

### **Racial/Ethnic Data**

This must be maintained for each CACFP facility, and include:

- The number of program participants in each ethnic and racial group (more than one racial category may be selected) at the facility.
  - Ethnic groups: Hispanic, non-Hispanic, Unknown
  - Racial groups: American Indian or Alaska Native, Asian, Black, or African American, Native Hawaiian and Other Pacific Islander, White, or Unknown

- The percentage of ethnic and racial populations in the county the facility is located in, according to [www.stats.indiana.edu](http://www.stats.indiana.edu).
- The documentation must list the facility name, county name, and date the data was recorded.

### **Training Documentation**

This must be maintained for all CACFP programs, and include:

- The training agenda with specific topics covered.
- The sponsor name, trainer name, date, and location
- The name and signature (or other means of verifiable completion) of each person that attended training.

### **Other Requirements**

#### **Special Dietary Needs Documentation**

This must be maintained for all CACFP programs, and include:

- When an accommodation/substitution is needed for a medical reason that does not meet the meal pattern, a doctor's statement is required that includes a description of the impairment, the accommodation needed (for food-this should include the foods to be omitted and foods to be substituted), and is signed by a licensed physician, physician's assistant, or nurse practitioner.
- When an accommodation/substitution is made that does meet the meal pattern, a parent/adult statement is required that includes a description of the reason for the request, the accommodation needed (for food-this should include the foods to be omitted and foods to be substituted), and is signed by the parent/guardian/adult.
- Documentation of all substitutions made for each participant.
  - When the same substitution is made daily (such as a milk substitute), documentation must include a description of what was substituted and the serving size.
  - When the substitutions vary, a log or documentation must include the date, meal/snack, food omitted, food substituted, and serving size