



State of New Jersey

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To: Superintendents, Business Administrators, Food Service Directors
Non-public School Administrators

From: Rose Tricario, Director
Division of Food and Nutrition

A handwritten signature in black ink, appearing to read "Rose Tricario".

Date: April 11, 2011

Subject: At-Risk After School Meals

The Healthy, Hunger-Free Kids Act of 2010 (Child Nutrition Reauthorization 2010) extends to all states the eligibility for At-Risk After-School *meal* reimbursement for children participating in after-school care programs. At-Risk After-School Meals and Snacks must be served free of charge and are reimbursed at the applicable free rates of reimbursement. **In order for schools to be eligible to participate in this program, 50% or more of their students must be eligible for free or reduce price meals.**

Participating schools may serve a maximum of one snack and one meal to each eligible participant per day. The At-Risk After School *Meal* Program is administered by the Child and Adult Care Food Program (CACFP) and eligible Local Education Agencies (LEA) must complete application materials through the CACFP in order to participate.

For clarification, this is not a program that is administered through the School Nutrition Programs and is separate and apart from the After School Snack Program that schools can offer when the LEA participates in the National School Lunch Program (NSLP).

Should an eligible school wish to offer just an after-school *meal*, or both an after school snack and a meal, they would need to enroll through the CACFP At-Risk program. If the school wishes to only provide after school snacks, they would do so within the School Nutrition Programs, as long as the LEA participates in the NSLP.

Included with this memo is a fact sheet providing more information on this CACFP At-Risk After School Meal Program.

For additional information and guidance regarding participation in the CACFP At-Risk After School Meal Program, you may contact the CACFP office at (609) 984-1250.

CHILD AND ADULT CARE FOOD PROGRAM
ELIGIBILITY REQUIREMENTS FOR AT-RISK MEALS

The Healthy, Hunger-Free Kids Act of 2010

Organizations may be eligible to participate in the CACFP At-Risk Afterschool care center component of the CACFP and claim eligible snacks and/or meals served to school age participants up through age 18 (or 19 if the child turns 19 during the school year). Organizations that may be eligible include:

- Non-profit organizations that have tax-exempt status under 501(c)(3) of the Internal Revenue Code or public schools.
- For-profit child care centers who meet all eligibility requirements:
 - currently participating in CACFP as a proprietary Title XX child care center through the *traditional* child care component of the CACFP, with at least
 - 25 percent of its enrolled participants eligible for free or reduced price meals, or if participants eligible for free or reduced price meals are at least 25 percent of the center's licensed capacity, whichever qualifies the center; and
 - does not charge for the snack/meal reimbursed under the CACFP.

In addition, each organization that wants to participate in the At-risk Afterschool care center component of the CACFP must:

- Be located in a geographic area served by a school in which 50 percent or more of the participants enrolled are eligible for free or reduced-price meals;
- Organized to provide care after school hours, on weekends, and school holidays during the regular school year;
- Provide participants with regularly scheduled activities in an organized, structured, and supervised environment.
- Educational or enrichment activities must be included.
- Participation is excluded for extracurricular activities that are restricted to children with special skills or interests, such as school athletic teams.

Organizations participating in the At-Risk Afterschool care center component of the CACFP are not required to conduct eligibility determinations or collect enrollment information for participants participating in the at-risk Afterschool program. At-Risk Afterschool care centers may be approved to serve a maximum of one meal and one snack per day to eligible participants. Centers claiming at-risk snacks and/or meals must maintain At-Risk Attendance Records and the CACFP Required Meal Count Form.

At-Risk Afterschool Snacks are reimbursed at the free rate for snacks. At-Risk Afterschool Meals are reimbursed at the respective free rates for breakfast, lunch, or supper.

Agencies must maintain a roster or sign-in sheet which documents the total number of participants in attendance in the afterschool care program. The roster or sign-in sheet is not intended to be used to identify which individual participants receive snacks; rather, it is intended to establish the maximum number of snacks that can be claimed on a given day, and to document that a site has an eligible afterschool care program (i.e., organized, supervised, and regularly scheduled). Please note that accurate counts of snacks served must be maintained to support claims for reimbursement.

The CACFP Required Meal Count Form is mandatory and must be used unless you submit and receive approval to use an alternate form.

Eligible meals include breakfast, lunch and supper. Snack/meal counts must be taken at the point of service. The point of service is where you observe that a creditable snack/meal is served to a program participant.

The following meal service time policy applies to At-Risk Meals and Snacks only:

At-Risk Breakfast Meals may only be claimed during school holidays or weekends during the school year. Breakfast meal service may be no more than two hours in duration;

At-Risk Afterschool Lunch Meals may only be claimed during school holidays or weekends during the school year, except that lunch meals may be claimed for those participants who only attend school half-day, such as pre-school. Lunch meal service may be no more than two hours in duration;

At-Risk Afterschool Supper Meals may be claimed while school is in session, during school holidays and weekends during the school year and must begin no earlier than the end of the normal school day. Supper meal service may be no more than two hours in duration.

At-Risk Afterschool Snack service may be no more than one hour in duration and two hours must elapse between the beginning of a meal service and the beginning of a snack service.

Reference: 7 CFR 226.20(k) *Time of meal service*. State agencies may require any institution or facility to allow a specific amount of time to elapse between meal services or require that meal services not exceed a specified duration. In addition, 7 CFR 226.25 provides that State agencies may establish additional requirements, provided that any such additional requirements are not inconsistent with the CACFP regulations.